



**ACO 1-13th AVN**

# **Alpha Company**

**1-13<sup>th</sup> Aviation Regiment**

**Standard Operating Procedures  
(SOP)**

**23 May 2014**

**"Warriors"**



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**A COMPANY, 1ST BATTALION, 13TH AVIATION REGIMENT**  
**1ST AVIATION BRIGADE**  
**FORT RUCKER AL 36362-5115**

ATZQ-BDE-EA

23 May 2014

MEMORANDUM FOR All Initial Entry Training (IET) and Military Occupational Specialty - Trained (MOS-T) Soldiers, Alpha Company, 1-13<sup>th</sup> Aviation Regiment, Fort Rucker, AL

SUBJECT: Student Handbook for Standing Operating Procedures (SOP)

1. References.

- a. AR 600-8-19, Enlisted Promotions and Reductions.
- b. AR 600-8-2, Suspension of Favorable Personnel Actions.
- c. AR 600-9, The Army Weight Control Program.
- d. AR 612-201, Initial Entry – Prior Service Trainee Support.
- e. AR 635-200, Active Duty Enlisted Separations.
- f. AR 670-1, Wear and Appearance of Army Uniforms and Insignia.
- g. AR 40-501, Standards of Medical Fitness
- h. TRADOC Regulation 350-6, Enlisted Initial Entry Training Policies and Procedures.
- i. U.S. Army Aviation Center of Excellence (USAACE) Regulation 600-1, Prohibited and Regulated Conduct.

2. This SOP establishes the policies and procedures that apply to all IET/MOS-T Soldiers assigned or attached to A/1-13<sup>th</sup> Aviation Regiment, regardless of the course of instruction enrolled.

3. Definitions :

a. Initial Entry Training (IET) Soldier: An IET Soldier is someone who has completed US Army Basic Combat Training (BCT) but has not completed a US Army approved Military Occupational Specialty (MOS) producing school. They do not possess an MOS nor are they Skill Level 1 qualified. They are subject to additional policies and regulations IAW with Army and TRADOC mission requirements.

b. MOS Trained (MOS-T)/Prior Service Soldiers: MOS-T and prior service Soldiers are those individuals, in any rank, that have previously completed IET and are attending Skill Level 1 training in IET units as a result of reclassification or enlistment actions. MOS-T Soldiers have been awarded a MOS via graduation from an active duty Advanced Individual Training (AIT) course and are now assigned to AIT for training in a new MOS.

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SUBJECT: Student Handbook for Standing Operating Procedures (SOP)

4. This SOP, in conjunction with instructions from the United States Army Aviation Center of Excellence (USAACE), directives from Army Regulations, DoD policies, higher headquarters and/or appropriate authorities, describes policy for students assigned to this company.

5. **Each AIT Soldier assigned to this company has the responsibility to become familiar with the contents of this SOP and to comply with the instructions and procedures prescribed herein.** Platoon Sergeants are charged with the responsibility to ensure their subordinates read, understand and comply with this SOP.

6. General.

a. All policies are directive in nature and will remain in effect until rescinded or superseded.

b. Failure to comply with policies, procedures or instructions contained in this SOP is a violation of the Uniform Code of Military Justice and is punitive and may result in disciplinary action.

//original signed//  
JACOB E. PARRISH  
CPT, AV  
Commanding

## **The SOLDIER'S CREED**

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army Values.

**I will always place the mission first.**

**I will never accept defeat.**

**I will never quit.**

**I will never leave a fallen comrade.**

I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier.

**THE ARMY SONG**  
**“THE ARMY GOES ROLLING ALONG”**

March along, sing our song, with the Army of the free.  
Count the brave, count the true, who have fought to victory.

We’re the Army and proud of our name!

We’re the Army and proudly proclaim:

First to fight for the right, and to build the Nation’s might,

And the Army Goes Rolling Along

Proud of all we have done,

Fighting till the battle’s won,

And the Army Goes Rolling Along

Then it’s hi, hi, hey! The Army’s on its way

Count off the cadence loud and strong (two, three)

For wher-e’er we go, You will always know

that the Army Goes Rolling Along

## **AVIATION BRANCH SONG**

### **“ABOVE THE BEST”**

High Above the Best, High Above the Best  
We are Army Aviation, USA, proud and strong  
We meet the test  
Skies filled with thunder  
Wearing silver wings upon our chest  
We meet the needs of ground command  
As we aid the nation's quest  
Army Aviation flying High Above the Best!

### **Military Customs and Courtesies**

Addressing Officers and NCO's: Proper respect is important in the Army. Those whom you must respect have worked their way to deserve the respect you must show. This respect includes everything from following lawful orders to addressing your superiors accordingly.

A lawful order is anything your superior tells you to do which is not immoral or unethical. Your superior does not have to explicitly say, "This is a lawful order." Disobeying a lawful order is punishable under the Uniform Code of Military Justice (UCMJ).

Officers are to be addressed as "Sir" or "Ma'am." NCO's are to be addressed as Corporal, Sergeant, First Sergeant, or Sergeant Major" depending on the NCO's status and rank.

NOTE: Enlisted Soldiers will stand at the position of attention when addressing Commissioned/Warrant officers.

### **Saluting Officers:**

This movement is used when reporting and to render courtesy and respect to officers, the flag, and the nation. It is appropriate to salute officers from a reasonable distance (normally six paces) as you approach an officer outdoors. You will render the salute until a salute is returned. A greeting such as "Swift and Deadly, (Sir or Ma'am)" should be said while saluting.

When reporting to an officer, you will also salute whether outside or indoors. Stand centered before the officer, salute and state your rank and name (i.e. Sir, Private Snuffy reporting as ordered).

When encountering military vehicles that have a plate showing the senior occupant's rank on the front, you will render a salute until a salute is returned or until the vehicle has passed.

### **Calling "Attention":**

Indoors - sound off with "Attention" for the following:

- Company commander arrives for the morning or leaves in the evening.
- Someone outranking the Company Commander enters the building.
- An officer enters your platoon area.
- An officer enters your room.

Outdoors - sound off with "Attention" for the following:

- An officer passes by or wishes to address a group, platoon, or company of Soldiers. After calling attention, the representative of the group salutes and offers the appropriate greeting of the day ("Swift and Deadly, Sir or Ma'am"). Come to and remain at the position of Attention until told to "Carry On."

### **Calling "At Ease":**

Indoors: Sound off with "At Ease" for the following:

- 1SG arrives for the morning or leaves in the evening.
- Someone outranking the 1SG enters the building.
- When a NCO enters your platoon area or your room.

Outdoors: Sound off with "At Ease" when an NCO enters your area or addresses a group, platoon, or company of Soldiers. When passing an NCO, give the Battalion greeting ("Swift and Deadly, SGT, 1SG, CSM").

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## **Chapter 1 – Mission and Organization**

### **1-1. Alpha Company Mission**

A/1-13th AVN REGT continues the transformation of volunteers into physically fit, disciplined and technically proficient aviation Soldiers, who espouse the Army Values and Warrior Ethos, and understand the importance of teamwork and are prepared to contribute on day one in their first unit of assignment.

### **1-2. Alpha Company Organization**

The company is organized into a headquarters section and the training section. The headquarters consists of the Commander, Executive Officer, First Sergeant, Operations Section and Supply Section. The training section's size and organization will vary based on the number and makeup of the student population and the number and availability of the cadre. Typically, it will consist of three training platoons and a MOS-T platoon. Each platoon is lead by a Platoon Sergeant. Under that organization, students are assigned to the training platoons as follows:

- 1<sup>st</sup> Platoon – IET Soldiers / 15H
- 2<sup>nd</sup> Platoon – IET Soldiers / 15Q
- 3<sup>rd</sup> Platoon – IET Soldiers / 15P
- 4<sup>TH</sup> Platoon – Military Occupational Specialty – Trained (MOS-T) Soldiers (Reclassification)

### **1-3. MOS Definitions**

Students may train in the following Military Occupational Specialties (MOS): 15Q Air Traffic Controller Specialist (16 weeks); 15P Aviation Operations Specialist (8 weeks); 15H Pneudraulics Repair Specialist (12 weeks).

### **1-4. Company Cadre**

Company cadre photos are posted in the entrance to the company's operations room. They are co-located with the current chain of command.

## **Chapter Two – General Information**

### **2-1. Information Dissemination**

The Commander (CDR), Executive Officer (XO), First Sergeant (1SG), and/or Platoon Sergeants (PSG) will disseminate required information to the Soldiers during morning and afternoon formations. Soldiers are not authorized to be absent from any formation without expressed permission from the PSG.

### **2-2. Open Door Policy**

A) Your immediate supervisor (PSG) is the primary point of contact for assistance in resolving problems. However, on occasion some problems or grievances may require direct attention of the 1SG,

XO, or CDR. The 1SG, XO, and CDR are always available to discuss problems with Alpha Company Soldiers. Although an appointment is not necessary, one should be arranged through the chain of command if at all possible.

B) Do not hesitate to bring your concerns to the 1SG, XO or CDR's attention whenever they are in the company area, dining facility or any other location. In the event of an emergency, the 1SG and/or the CDR can be reached through the company Duty Sergeant.

### **2-3. Inspector General (IG) Complaints**

If a Soldier has a problem that cannot be resolved through the chain of command, the Soldier's Platoon Sergeant will coordinate for an appointment with the IG. The Soldier should notify the chain of command prior to contacting the IG's office about a problem as a courtesy to the chain of command. Any problems are recommended to be solved at the lowest level. The IG office will ask if your chain of command has been given the opportunity to solve the problem. If the problem is within the chain of command, then the IG office will look into it.

### **2-4. Equal Opportunity and Human Relations**

Discrimination based upon race, national origin, religion, or gender will not be tolerated within this unit. Soldiers will be evaluated upon the basis of their individual merit. The Company Equal Opportunity Officer/NCO is available to discuss student complaints concerning discrimination of any type at any time.

### **2-5. Sexual Assault Prevention and Response Program (SHARP) and Sexual Harassment**

A) Sexual harassment may range from unwelcome sexual comments or gestures to outright verbal abuse and or physical sexual assault. This unit is fully committed to the policy of equal and just treatment for all Soldiers regardless of gender.

B) Sexual harassment is defined as a form of sexual discrimination that involves unwelcome sexual advances, requests or sexual favors, and other verbal or physical contact of a sexual nature when:

- 1) Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career; or
- 2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person; or
- 3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

C) Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or a civilian employee is engaging in sexual harassment. Similarly, any military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.

D) Allegations of sexual harassment should be reported to the individual's immediate chain of command and the company SHARP representative immediately. The chain of command will take actions to solve the problem in accordance with Army regulations and directives. This constitutes an unrestricted report. If the victim desires a restricted report, notify the unit SHARP representative and inform them you wish to make a restricted report.

E) Alpha Company is fully committed to providing an environment for all Soldiers to excel and receive equal and just treatment for themselves and their families. Sexual harassment is contrary to good order and discipline and adversely impacts combat readiness, morale and mission accomplishment.

F) Personnel filing a complaint will not be subject to acts or threats of reprisals or repercussions whether the results of the complaint are substantiated or unsubstantiated. Additionally, persons filing known false complaints are subject to UCMJ actions.

G) Violations of this policy are punishable under the UCMJ.

## **2-6. Problems and Complaints**

Most problems are easily solved at the lowest possible level in the chain of command. Soldiers should make every effort to use their chain of command to solve problems and present complaints; beginning with the squad leader and going up through the chain of command as follows: Platoon Sergeant, First Sergeant, XO, Company Commander, Battalion Commander, Brigade Commander, Deputy Commanding General, Commanding General, USAACE & Fort Rucker.

## **2-7. NCO Support Channel**

The Noncommissioned Officers in the NCO Support Channel can often provide valuable advice and assistance. The NCO Support Channel consists of your Platoon Sergeant, First Sergeant, Battalion Command Sergeant Major, Brigade Command Sergeant Major and Post/Aviation Branch Command Sergeant Major.

## **2-8. The Battle Buddy System**

A) The Battle Buddy system helps Soldiers reduce or cope with stress from personal problems or training. The buddy system also instills the value of mutual support and teamwork. In academics, physical training and common task training, buddies learn to help one another in all aspects of training.

B) Unit cadre will instruct Soldiers on the purpose and rules of the Buddy System.

C) Every effort will be made to provide those trainees who have English as a second language (ESL), or have successfully completed the ESL program, with buddies (roommates) who are fluent in English.

D) Mixed male and female buddy teams (one male and one female) are not authorized. When a buddy team of mixed gender is unavoidable, they will be a buddy team of three. The use of the three Soldier buddy team (MMF or FFM) will only be used when approved by Cadre.

E) All IET Soldiers will have a battle buddy at all times, on or off duty. MOS-T Soldiers are encouraged but are not required to use the buddy system. Battle buddies will be within 5 seconds walking distance of each other.

F) When reporting to the Chain of Command, the reporting Soldier and his/her buddy will report together (except MOS-T Soldiers)

G) Soldiers may be signed out by an immediate family member during block time or after duty hours. The family member may serve as the required battle buddy. Soldiers must wear appropriate uniform IAW their phase.

## **2-9. Leave and Pass Procedures**

A) Ordinary leave is not normally granted to personnel on student status prior to their completion of their course of instruction, IAW TR 350-6. Following AIT graduation, students normally receive a maximum of ten days leave (stateside assignment) or fourteen days leave (overseas assignment).

B) The Commander may authorize "leave under emergency conditions" during times of family crisis (immediate family members). The commander will require verification of the family emergency through

the Soldier's hometown Red Cross Office (or the Red Cross Office at the location of the emergency). Leave under emergency conditions, like ordinary leave, is charged against your accrued leave balance.

C) Soldiers will not be permitted to report to new duty stations with more than ten (10) days negative leave balance (advanced leave). Exceptions will be granted on a case by case basis by the Company Commander.

D) Passes are a privilege and must be earned through superior duty performance. Soldiers will submit pass requests through their student chain of command to their PSG. The Commander or 1SG will authorize all over-night pass requests and all special pass requests (i.e. mileage, transportation, etc.). Soldiers will have a limited distance they can travel when on pass, which will be dictated by the training schedule for that time period. Soldiers may request a 'special' pass that exceeds the mileage limitations of this paragraph. The 1SG or Commander must approve these requests. All special passes will be submitted on a DA Form 31, request and authorization for leave, with block 7b annotated to indicate "pass." All regular passes must be submitted to their PSG no later than the Tuesday prior to the weekend. All special passes must be submitted by Monday prior to the weekend.

1) On weekends the mileage limitations are as follows:

a) Phase IV Soldiers are limited to a 25 mile radius from Ft. Rucker. Phase IV Soldiers must depart and remain in their ASU uniform or class Bs (during warm weather months).

b) Phase V: Up to 25 miles from Fort Rucker in civilian clothes.

c) Phase V+ and MOS-T: 100 miles unless a special pass is approved.

2) On holiday or long weekends the commander may authorize increased mileage limits. This will be done by memorandum prior to the weekend.

3) Overnight passes are not authorized for IET Soldiers. Emergency leave will only be authorized on case by case basis to Soldiers with extreme circumstances.

E) Special pass requests will be submitted with an itinerary, POV inspection checklist, and TRiPS on-line risk assessment which can be found at <https://crc.army.mil>. Final destination must be determined prior to filling out the pass request; Soldiers will annotate address and phone number on the pass. Soldiers on pass will call the Duty Sergeant upon arrival at their destination and anytime there is a change in their itinerary. Failure to do so is punishable under the UCMJ.

## **2-10. Absence without Leave (AWOL)**

AWOL constitutes a violation of the UCMJ. Unauthorized absences do not solve problems; in every case, AWOL compounds the problem. If you have a problem, see your PSG and your Chain of Command for assistance. Any individual who goes AWOL is subject to disciplinary action IAW the UCMJ. Individuals who are unable to return from leave or pass as scheduled must notify the Company chain of command as quickly as possible. **During non-duty hours**, contact the company Duty Sergeant at (334) 470-6708 or Brigade Staff Duty NCO at (334) 255-3519 to explain the reasons for late return, expected return date/time, location, and telephone number where you can be contacted.

## **2-11. Promotion Policies**

A) The company chain of command may recommend eligible Soldiers for promotion. IET Soldiers are not authorized waivers until they have completed their MOS training.

## **2-12. Sick Call Procedures and Medical Care**

A) Alpha Company students attend sick call at the Aviation Medicine Clinic, Lyster Army Health Clinic. Weekly sick call hours are 0600 – 0700.

B) Individuals desiring medical treatment must follow these procedures:

- 1) Complete DD Form 689, Individual sick call slip.
- 2) Report to Duty NCO at **0445** to have your sick call slip reviewed and signed.
- 3) For morning sick call you must attend the first formation of the day in ACUs (normally PT).
- 4) Report to Aviation Medicine Clinic at Lyster and sign in. Soldiers will not leave the Aviation Medicine Clinic until they are released to return to the unit by the medical staff and will return directly to the company area.

5) Report to the Duty NCO after completion of medical treatment and sign in on the sick call book.

- 6) Give the complete original sick call slip and any appointment slips to the Duty NCO.
- 7) Complete an Absentee Record Slip (USAAVNC 166) and have it signed by the Duty NCO.
- 8) Give Absentee Record Slip to the instructor upon returning to class.

C) You should not postpone required medical treatment. You should seek medical treatment as soon as you realize the need. The hospital accepts sick call patients only for a specific time each day. During non-sick call hours, the Company Cadre will arrange medical treatment for students who become ill. When sick call and the Health Clinic are not available, the only treatment is at an Emergency Room in a civilian hospital.

D) Soldiers placed on “quarters” by a physician must understand that the physician’s order constitutes a recommendation of restriction to the assigned barracks room. Soldiers on quarters may only leave their assigned room for meals or with prior authorization of a cadre member who is aware of the restriction. Soldiers may be set back in class if the time on quarters results in too much class time missed. Once a quarters request is submitted for the commander’s signature, it becomes a lawful order. Violating the quarters request is punishable under the UCMJ. If you feel you do not need it, or not the entire time period, use the command’s open door policy to discuss it. The Company Commander is the approval authority.

E) Ft. Rucker does not have an Emergency Room. Should emergency assistance be needed, notify a cadre member. The cadre member will contact the **Triage Nurse at 1-800-418-0983**. This nurse will make a determination if a Soldier needs emergency assistance. If an emergency does not exist the nurse will make an appointment for the Soldier at Lyster Army Health Clinic on the first working day. There is no need to call the Triage Nurse for emergencies involving the possibility of loss of life, limb or eyesight. In those cases, go directly to the nearest emergency room for care.

F) Soldiers are required to report to Sick Call once they have received a sick call slip from the Duty NCO. Failure to report to sick call will be seen as a failure to report for duty and will result in possible UCMJ action.

G) The Company Commander is the approving authority for all temporary profiles, quarters, etc. If you feel you do not need the entire time period for the profile or quarters, use the command’s open door policy to discuss it. This also applies to the restrictions stated on the profile. Once the profile is signed, it is a lawful order by the company commander. Violation of your profile is punishable under the UCMJ. Soldiers will turn in copy of their profile to their AIT PSG on the same day it was received.

## **2-13. Appointments**

Notify your PSG of all your appointments. Cadre personnel must know where you are at all times during the duty day. Students with appointments that conflict with MOS training must complete a USAACE Form 9, Permission to be Absent from Training. Students will deliver this form to their academic instructor as early as possible prior to the absence from training. Once you have scheduled an appointment, you must attend or cancel at least 48 hours in advance. All Soldiers will notify their PSG if an appointment is to be cancelled for any reason. Failure to attend or report a scheduled appointment



may result in UCMJ action or having phase privileges revoked. Obtaining and ensuring the proper routing of the Form 9 is the responsibility of the student.

#### **2-14. Formations**

Company formations will be held in accordance with FM 3-21.5 and the unit training schedule. All Soldiers who are not currently attending academic instruction will attend all formations to include regular formations unless authorized to be absent by a PSG.

#### **2-15. Identification (ID) Cards and ID Tags**

ID Cards must be maintained in good condition. Carry these cards with you at all times, except when participating in sport events. Report lost ID cards to the chain of command immediately. Students will wear ID tags at all times, unless directed not to by cadre. Your PSG has ID tag blanks and will arrange for replacement ID tags as necessary. Loss of either your ID card or your ID tags may result in loss of phase privileges.

#### **2-16. Pay Inquiries**

A) Soldiers with discrepancies in their military pay will inform their PSG as soon as possible after the discrepancy is found. Individuals will report with a copy of their Leave and Earnings Statement (LES) and/or Net Pay Advice. PSGs will refer students to the Company Operations NCO (Ops NCO) for further assistance. The Ops NCO will send Soldiers to the Battalion and/or Ft. Rucker Finance and Accounting Office (building 5700) as appropriate.

B) Soldiers are encouraged to use "My Pay" on their Army Knowledge Online (AKO) account to check on their pay in order to catch problems early.

C) National Guard Soldiers will not receive mid-month paychecks during AIT.

#### **2-17. Legal Assistance**

Your PSG will assist Soldiers to coordinate legal assistance with the Legal Assistance Office of the USAACE Staff Judge Advocate (SJA).

#### **2-18. Privately-Owned Vehicles (POVs) and Motorcycles**

A) IET Soldiers (Phase IV & V) are not allowed to own, operate, or ride in POVs. The only exception to this are if an immediate family member signs the Soldier out from the company. The Family member must personally see the duty nco to ensure they understand the do's and don'ts of that particular phased Soldier.

B) Phase V+ Soldiers may rent a vehicle while in AIT however they will not own a vehicle. This is to prevent the Soldiers from receiving assignment instructions in which the Soldiers will not be able to relocate their POV in time.

C) MOS-T Soldiers are allowed to own, operate, or ride in a POV. Students with POVs at Ft. Rucker will arrange for their PSG to inspect the vehicle within three days of reporting to Alpha Company. POV drivers must possess a valid driver license, current registration and license plate(s), and proof of insurance. MOS-T Soldiers will park their vehicles in the parking lot next to Building 6102

D) Traffic accidents and traffic violations, both on and off post, may result in the loss of POV privileges. Soldiers must report traffic accidents and violations to the unit cadre immediately. Failure to

do so constitutes a violation of a lawful order. Seat belt use is mandatory for all vehicle occupants both on and off post.

E) AIT Soldiers are not authorized to ride motorcycles while at Ft. Rucker.

F) Vehicle maintenance will not be performed in the company parking lots.

G) MOS-T Soldiers are not authorized to drive their vehicles to school.

H) Scooters, mopeds, etc. are not to be ridden while assigned to Alpha Company. This includes passes to Panama City or elsewhere.

I) No military gear or clothing is authorized to be stored in a Soldier's POV. Anything that is left in a POV and stolen is considered negligence on the Soldier's part. Alpha Company and the US Army are in no way responsible for anything stolen from the POV.

## **2-19. Marriages while at AIT**

A) AIT Soldiers are discouraged from getting married while in training. Marrying another Soldier or service member (AIT marrying AIT, IET or permanent party, including Reserves or National Guard) while in training constitutes fraternization (as defined in AR 600-20, TR 350-6, and USAACE Regulation 600-1). Your primary mission while in AIT is training and the Chain of Command is not obligated to release you from training.

B) The following activities will occur under normal circumstances before any marriage takes place (when possible joint appointments with civilian spouses will be accomplished):

1) Appointments with the PSG, 1SG, and the Company Commander

2) Joint appointment with the Chaplain

3) Joint counseling session at Army Community Service (ACS)

4) Both parties must attend the ACS check- writing class

5) Joint appointment at Lyster Army Health Clinic for a family planning class

6) Joint appointment at the SJA's office for instructions of the legal aspects of marriage

B) Failure to complete the above may result in UCMJ action and/or separation from the Army

## **2-20. Family Members / Visitors**

MOS and IET training are extremely demanding during AIT. For this reason, the Army does not authorize family members to travel with Soldiers during this training. Dependents should not accompany you while in AIT. They have particular needs to which you will be unable to devote appropriate time and attention. Soldiers bringing their dependants to live at Fort Rucker while in training should be aware that their family will not be moved at government expense for schooling which is not considered a permanent change of station (PCS). Soldiers are responsible for any misconduct and the welfare of their dependents. Family members may visit their loved ones after duty hours and during block time. Family members/visitors are not allowed in the Company Area. Soldiers receiving visitors will check in with the Duty NCO. Visitors will park in the C Company parking lot behind BLDG 6202 in order to pick-up, drop-off or visit the Soldier. Phase IV Soldiers will remain in the Battalion Area except when signed out on block time.

## **2-21. Education**

Students will not normally apply for military or civilian schools during AIT. Soldiers requesting exceptions to this policy will have their requests approved by the 1SG or the Company Commander. They will make their decision based upon recommendation by the student's PSG.

## **2-22. Aviation Learning Center**

- A) The Aviation Learning Center is located on 5<sup>th</sup> Avenue near the Post Library.
- B) Soldiers requiring additional study time after school may request a pass to use the Aviation Learning Center. Always sign in and out at the Learning Center. At no time will Soldiers be allowed to miss bed check.

## **2-23. Use of Tobacco Products**

- A) Smoking in any part of the barracks is strictly prohibited for all IET and MOS-T Soldiers and is punishable under the UCMJ. A smoking area has been designated for the IET Soldiers use. If the smoking area is not kept up, it may be placed off limits. If that happens, then there will be no smoking within the company area. In addition, possession of tobacco products by anyone 19 years old and under is illegal in the state of Alabama. Electronic cigarettes are considered tobacco products.

## **2-24. Mail Room Procedures**

- A) The Battalion Mail Room is at the east end of Building 6201 (BN Headquarters). During unit in-processing, you will obtain a mailbox assignment from the mailroom. Notify friends and family members of your new address immediately. All out-going mail must have proper return address.

PVT John Doe  
CMR# 3 Box \_\_\_\_\_  
Ft. Rucker, AL 36362

- B) Operating hours are posted at the mail room. The facility will be closed at night for crime prevention purposes.
- C) If you lose your mail box key report the loss to your PSG and the mail clerk immediately.

## **2-25. Privilege to Reside Off-Post or in On-post quarters**

- A) The Commander will consider student requests for permission to live off-post IAW the following guidelines.

- 1) All IET Soldiers will live in the barracks.
  - 2) MOS-T Soldiers may be granted permission to live off-post if the spouse is already assigned to Fort Rucker. The privilege to live off post or in on post housing is based upon individual circumstances, travel orders, and the financial status of the requesting Soldier.

- B) Those students granted permission to live off-post or in on post housing will sign a Memorandum of Agreement to reside off-post. Living off-post is a privilege, not a right. Failure to maintain Alpha Company standards or training requirements will be grounds for withdrawal of that privilege. These Soldiers are subject to additional pressures not experienced by other Soldiers. The following guidelines apply:

- 1) Each Soldier must develop an off-post point of contact (someone with a phone number) for emergency reasons.
  - 2) Students who reside off-post or in on post housing will not be excused from formations, training events, unit recalls, or other actions determined by the Commander.
  - 3) Each Soldier will maintain the highest possible military appearance and MOS training scores.

4) Soldiers with off-post or on post housing are subject to quarterly visits by the Chain of Command to ensure family obligations are being met.

C) The Company Commander will make the final determination in all cases.

## **2-26. Visitors**

A) Students may entertain visitors while in AIT. The time designated for visitation is Monday through Friday between the hours of 1730 and 1930. Soldiers may have visitors during the weekend or holidays between the hours of 0700 and 1930. Students' visitors may visit in the Charlie Company Parking lot located directly behind Alpha Company. During inclement weather, visitors may spend time with the Soldier(s) in the Alpha Company Classroom located on the back of Alpha Side. All visitors must sign in/out of Building 6202B and must be escorted at all times. Unless otherwise authorized by the Commander, visitors are not authorized in other areas.

B) All visitors will abide by the Alpha Company Dress Code. All Soldiers must obtain their PSG's permission for visitors. Students are responsible for the conduct of their visitors. At no time will visitors be allowed to "hang out" and wait for a Soldier in the company area.

C) Visitors are never allowed to enter a barracks building. The only personnel authorized in the barracks are Alpha Company Cadre and Soldiers.

D) Newly arrived Soldiers, who are driven from Ft. Rucker by their parents or spouse, will not receive a pass for the weekend. They will in-process and be allowed to see their family members during Phase IV block times.

## **2-27. Salespersons**

No solicitors will come into the company area. If a Soldier wants to meet with a salesperson, they should coordinate with the Ops NCO or their PSG to arrange for a suitable location. If you see anyone you feel should not be in the company area, report them to the chain of command immediately. Solicitors are not considered visitors.

## **2-28. Proper Attire in Barracks and in the Company area**

A) All personnel will remain decently clothed in all areas of the barracks. Acceptable garments will be worn at all times.

B) Minimum clothing for sleeping is the PT uniform (i.e. shorts and T-shirt). Female Soldiers are required to wear bras while sleeping. Undergarments worn as outer garments are not acceptable, this includes the white t-shirt. The only exception is the Army tan t-shirt, when worn as part of the ACU, and authorized by your PSG or instructor.

C) Additional information is found in paragraphs 5-1 and 5-2.

D) Offensive attire or attire that draws undue attention, even off post, can result in loss of phase privileges and/or UCMJ action.

## **2-29. Electronic Devices/ Cell Phones**

1) Electric Device volume level indicates respect for the rights of others. The sound of music or televisions will not exceed more than 10 feet from its source location IAW Ft. Rucker Policy. During hours of quiet time (2000-0600), Soldiers must limit the noise distance to 1 foot away. Soldiers may utilize headphones. At no point will music or television be heard outside of the barracks rooms or windows.

2) When the Soldier is not in the room, Electronic Devices must be secured in the Soldier's drop-down and locked. If they are found unsecure during a room inspection, the PSG will secure the items, counsel the Soldiers, and return the items once the PSG is convinced the Soldier understands the intent of the policy.

3) Cell phones are restricted to non-duty hours for IET Soldiers. All IET Soldiers will secure their cell phones in their drop lids during duty hours. Soldiers may only carry a cell phone during the duty day if they receive written authorization from the chain of command.

4) MOS-T Soldiers may carry cell phones but will either be turned off or on silent within the company area as well as classroom facilities. They may not leave the class to attend to a phone call unless they have an authorized cell phone memorandum from the Commander.

## **2-30. Car Rental Policy**

Only phase V+ Soldiers and MOS-T Soldiers will be allowed to rent vehicles. These Soldiers must receive prior permission from their platoon sergeant. This is to ensure proper command and control of all vehicles in the company area.

## **2-31. Hitchhiking**

Hitchhiking is illegal on Ft. Rucker and in the state of Alabama. Violators will be punished in accordance with the UCMJ.

## **2-32. Dining Facility**

The primary dining facility for AIT Soldiers is the Consolidated Dining Facility (DFAC) adjacent Bldg 6101. Operating hours are posted on the company bulletin board and on the DFAC doors. Proper attire is required for utilization of the dining facility. Prohibited clothing items are listed in paragraphs 5-1 and 5-2 as well as posted on the DFAC doors.

## **2-33. Loitering in the Company Area**

Students not actively involved in training or detail will use designated break areas (pavilion and dayrooms) only. Loitering is prohibited on the landings, steps, breezeways and/or the parking lots.

## **2-34. Usage of Dayrooms and Lounge Areas**

Dayrooms and lounge areas are provided for students use during non-duty hours only. Use of these areas is a privilege. Students are responsible for maintaining these areas in a clean and orderly condition.

## **2-35. Laundry Rooms**

Students are encouraged to use the Quartermaster Laundry Service (see Chapter 4) for most Laundry and cleaning needs. To supplement this service, laundry rooms are provided on each floor of each building. Students are responsible for maintaining these areas in a high state of cleanliness. Soldiers are required to report problems with the appliances to the chain of command. No laundry is to be left unattended. Soldiers are not authorized to clean TA-50 in the washers or dryers. TA-50 should be hand washed with warm soapy water.

## **2-36. Army Values**

All Soldiers will be familiar with and adhere to the Army Values. They are in a specific order (Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage) to form the acronym LDRSHIP-pronounced Leadership.

- **Loyalty:** Bear true faith and allegiance to the U.S Constitution, the Army, and other Soldiers.
- **Duty:** Fulfill your obligations.
- **Respect:** Treat people as they should be treated.
- **Selfless Service:** Put the welfare of the nation, the Army, and your subordinates before your own.
- **Honor:** Live up to all the Army values.
- **Integrity:** Do what's right legally and morally.
- **Personal Courage:** Face fear, danger, or adversity (physical and moral).

## **2-37. Weekend Training**

Alpha Company Soldiers will regularly participate in Soldierization training. Although specific events may vary, the unit habitually conducts Common Core, Warrior Tasks and Battle Drills, and Combatives training. Also on weekends the company occasionally participates in community service activities, financial management training, and other events requiring the attendance of all Alpha Company personnel.

# **Chapter Three – Company Operations**

## **3-1. Responsibilities**

Alpha Company Operations (A Co OPS) is responsible for the in and out processing of all students. A Co OPS is also the company point of contact for pay problems, personnel actions (i.e. name change, Married Army Couples Program (MACP)), HRAP, Oversees Family Screening, Immunization Requirements (DA Form 4036-R) and Class 3 and 4 dental procedures.

## **3-2. Duty Hours**

A Co OPS is manned from 0830 to 1800. Students in training who need assistance should visit OPS during lunch, after class, or after the end of the day formation.

## **3-3. In-Processing**

A) A Co OPS is responsible for assisting new Soldiers in completing necessary forms. Soldiers will receive an in-processing brief from A Co Ops at 0900 on Sunday. Formal unit/post in-processing is normally conducted on the first two work days of the week.

B) The Duty NCO will collect the BCT packets from IET Students. This packet should contain the Soldier's medical record, dental record and a brown or manila folder that contains individual personal information.

C) MOS-T students will provide a copy of their orders or 1610 authorizing them to attend 15P, 15Q or 15H training.

### 3-4 Commonly Used Forms

A) DA Form 4187 is used to request various personnel actions including Married Army Couples Program, Joint Domicile and name changes. If you are married to another Army Soldier or desire to change your name, see the OPS NCO for additional information.

B) The DA Form 5118 (Reassignment Status and Election Statement) serves as your assignment notification. Once this form is filled out, signed and returned, AG cuts your movement order.

C) The DA Form 4036 (Medical and Dental Preparation for Overseas Movement) if Soldier is being assigned overseas excluding Alaska and Hawaii.

D) DA Form 4787 (Reassignment Processing) for a Soldier being assigned to an overseas area and desires to take family members. A DA Form 5888 (Family Member Deployment Screening Sheet) (EFMP screening requirement) must also be initiated for completion on family members by the installation's medical treatment facility.

E) DA Form 31 (Request and Authority for Leave). Soldiers will be given the opportunity to take leave upon graduation. Up to 30 days prior to the report date, RA Soldiers can proceed to their next duty station. Or the Soldier can take leave and report on the day that their leave ends, as long as its within those 30 days prior and before the report date.

1) Paternity Leave is **ONLY** authorized for a married Soldier on active duty status, whose **WIFE** gives birth to a child. Paternity leave will not exceed 10 days and must be taken within 45 days after the birth of the child.

2) This legislation cannot be applied to single Soldiers fathering a child out of wedlock.

### 3-5 Assignment Instructions

Regular Army Soldiers will check their AKO account for notification of their next duty station.

A) Log in to your AKO account.

B) On the right hand side, click on the 'Assignment Satisfaction Key' link

C) Locate the 'On Assignment' link across the top and click on it

### 3-6. Out-Processing

A) Students will receive an out-processing briefing from A Co Ops the week prior to the scheduled graduation. Following the briefing, students should complete as much out-processing as possible prior to graduation. Students will direct all questions about out-processing to A Co Ops. If a problem arises, immediately inform A Co Ops. Students who lose their clearing papers will be required to repeat all out-processing steps. AIT Soldiers will NOT attempt to contact the transportation or AG/MPD section individually without authorization from Operations NCO. Once a Soldier has coordinated reservations with the transportation section and Operations NCO, Soldiers will NOT make any attempt to change their itinerary without express approval by the Operations NCO. The Chain of Command is not responsible for lost money due to uncoordinated personal travel arrangements by the Soldier.

B) Students will clear the installation in accordance with DA Form 137-2R, (Installation Clearance Record) and DA Form 137-1R (Unit Clearance Record). Prior to clearing Personnel must:

1) Turn in military linen and road guard vest on the back side of Bravo in the green bin.

2) Pick up and maintain Health Records and Dental Records

**NOTE: If your departure date is on a weekend, after duty hours or on a holiday, it is the student's responsibility to see the Duty NCO prior to leaving the company area.**

- C) Personnel out-processing must be completed NLT 1400 on Friday, unless otherwise directed.
- D) Students planning to depart from either the Dothan or Montgomery Airports on the day of graduation should not make plane reservation prior to 1730 hours. Soldiers are responsible for their transportation to the airport or bus station after graduation.
- E) Uniform for out-processing is duty uniform.

### **3-7. Eliminations and Separations**

Students recommended for elimination from the course of instruction will be processed in accordance with USAACE Policies and Regulations. Only outstanding IET Soldiers will be considered for reclassification into another MOS. Others will be recommended for separation from the Army. Students recommended for separation from the Army will be processed in accordance with AR 635-200. Soldiers who are discharged through chapter with less than 1 year active service will turn in all of their basic issue items with the exception of: T-shirts, underwear and socks.

### **3-8. Hometown Recruiting Assistance Program (HRAP)**

A) HRAP is a program designed to give Regular Army IET Soldiers an opportunity upon graduation to return to their hometown for fourteen days and assist the nearest Recruiting Station. Soldiers interested must apply 3 to 4 weeks prior to graduating.

B) Prerequisites for HRAP:

- 1) Soldiers must pass their graduation (record) APFT with a minimum of 70 points in each event.
- 2) Soldiers must be recommended by their PSG.
- 3) Soldiers must not have received UCMJ punishment.
- 4) Soldiers on permanent or temporary profiles are not eligible for HRAP.
- 5) Soldiers must meet the height and weight requirements of AR 600-9.

D) The commander will make the determination of the Soldier's ability to maintain a high level of physical fitness while on HRAP and the Soldier's display of the "Total Soldier Concept." The Battalion Commander is the approving authority.

E) Soldiers must provide transportation to and from Recruiting Station. The HRAP Recruiting Station is your place of duty. Misconduct resulting in UCMJ action will terminate HRAP. Coordination for transportation to HRAP must be arranged by the Soldier and will be completed prior to departing Ft. Rucker.

F) Soldiers authorized HRAP and request Airborne School must either terminate HRAP or Airborne School. You cannot receive both. Soldiers will not be required to return to Fort Rucker upon completion of HRAP, however, Soldiers must pay the cost difference from HRAP to their new duty station if the cost is more than the military allocation from Ft. Rucker to the new duty station. Coordination for tickets to the new duty station is accomplished through Ft. Rucker Transportation Office and A Co Ops no later than two weeks prior to graduation.



## **Chapter Four – Supply Procedures**

### **4-1. Company Supply**

A) Unit supply is located in the rear of Building 6202B and operates according to the schedule below. Hours may be adjusted to facilitate mission requirements. Normal operating hours are Monday to Friday, 0830 – 1630 hours.

B) Soldiers attending FTX training will pickup their MREs NLT Friday at 1600 prior to the start of their FTX training, unless another time has been coordinated through their PSG in advance. In most cases the MREs may be picked up as early as Thursday at 1100. **It is the Soldiers' responsibility to go to supply and pick up their MREs.**

### **4-2. Linen Exchange and Turn-In**

A) Linen exchange is conducted as needed. Soldiers needing to exchange their linen will coordinate with Supply, through their PSG.

B) Linen turn-in for departing soldiers will only be turned in to the Supply NCO. PSGs will only accept linen if the Supply NCO is unavailable.

C) The graduating class will turn their linen and road guard vest in to Supply at 0530 on the day of graduation. Soldiers will not clear Supply until they receive their linen hand-receipt. Soldiers who are leaving at a time other than graduation (i.e. holdovers, chapters) will coordinate with the Supply NCO prior to departure for a time to turn-in. This is the Soldier's responsibility.

D) Any Soldier leaving linen unsecured or left with another Soldier will be charged for all items they are signed for if the item(s) are lost. Any item destroyed or lost will be paid for with a Statement of Charges prior to clearing. There are **NO EXCEPTIONS**.

E) Linen hand-receipts will be updated if the Soldiers changes barracks and/or rooms. Any Soldier changing barracks/room will obtain another Room Inspection Sheet from the Supply NCO and inspect their room immediately after moving into the new room to report any damage in that room. If this is not done the Soldier(s) currently living in the room will pay to repair any damage to the room.

F) No student will receive or acquire linen from another Soldier. Possession of extra linen is in violation of Article 92 of the UCMJ. Any Soldier that finds extra linen should turn it in to the Supply NCO immediately.

### **4-3. Cleaning Supplies**

A) Cleaning supplies will be requested and received by platoon-designated representatives.

B) Supplies will be requested on a memorandum provided by the Supply NCO. Requests will be turned in as needed and filled as soon as practicable.

C) Exceptions to this policy will be coordinated through the Supply NCO.

### **4-4. Clothing Inventories and Exchange**

A) PSGs will conduct clothing inventories for all IET and MOS-T Soldiers within 72 hours their arrival. Soldiers must replace any missing mandatory clothing items.

B) Soldiers with less than six months in service may exchange, free of charge, any military clothing (except headgear, underwear, and PT clothing) that does not fit or that is damaged. Boots cannot be exchanged after 90 days on active duty.

C) Inform your PSG of ill-fitting clothing. The PSG will forward the DX request to the Supply NCO. The Supply NCO will complete a DA Form 3078, Personnel Clothing Request and return it to you. Clean your ill-fitting clothing and take it and the DA Form 3078 to Military Clothing and Sales Store for exchange. After receiving replacement clothing, return one copy of the DA Form 3078 to the Supply NCO.

#### **4-5. Work Orders**

A) Deficiencies in the barracks (i.e. water, electrical, furniture, or any other government property) will be submitted on a Service Order Form (Figure 4-1) by a cadre member. Soldiers must inform their perspective platoon sergeants immediately of any work order needs. Any cadre member can call in a service order at 5-9041.. After calling in the service order, you will be given a service order number. Ensure to annotate the work order number and status on the work order spreadsheet located on the shared drive. The service order request will then be posted at the sight of the deficiency or on the back of the barracks room door when not practicable.

B) All Work Orders must be submitted to DPW through the BN S4 by the Supply NCO using the DA Form 4283. If you are unsure of the difference between a Service Order and a Work Order, contact the Supply NCO.

C) Service orders not completed within five working days need to be returned to the Supply NCO for recall.

D) Soldiers will be held accountable for any damage to the rooms or furniture caused by neglect. The Supply NCO will fill out a Statement of Charges for the cost of the damage, minus depreciation. No furniture from the dayrooms or other rooms will be moved into another room or building unless directed by cadre.

#### **4-6. Hand Receipts**

Soldiers who sign for equipment/linen on a Hand Receipt will maintain and secure all items. Anything lost or damaged will be paid for by the student prior to clearing by completing a Statement of Charges.

#### **4-7. Clearing Barracks Room and Turn In of Room Keys**

A) Final room inspections will be conducted by your PSG.

B) Clearing barracks rooms requires the wall lockers to be completely empty and clean. No clothes, hangers, laundry soap, steam irons, shoe polish, etc. will be left in the wall locker, closet, desk or latrine. Drop-lids will be clean and empty. The floors will be vacuumed and latrines will be mopped. The bathroom will be free of all dirt, soap scum and mildew and the shower curtain will be clean and hanging, fully extended, outside of the shower. All burned out light bulbs will be replaced. An Alpha Company SOP will be left in the room on a chair next to the door. All deficiencies will be submitted for a work order number.

C) Once the room inspection is complete, room keys will be turned in to your PSG.

D) Statement of Charges will be initiated for all lost or damaged keys. Soldiers will be charged for any damage to their rooms or contents. A check sheet will be used to identify deficiencies prior to occupation and departure.

E) If Soldiers wish to leave behind extra items (cleaning supplies, irons, etc.), they can leave them with their PSG after clearing their room.

#### 4-8. Privately-Owned Weapons

Students are not allowed to maintain or have in their possession any type of Privately Owned Weapons (POW). Soldiers who arrive for training with a weapon will report it to the Duty NCO, who will coordinate, through the Company Commander or 1SG, to have the weapon stored in the Alpha Company Arms Room for the duration of the time the Soldier is in Alpha Company. All POWs will be registered with the Provost Marshal. If there is not enough room in the Arms Room to store a Soldier's POW, then the POW may have to be stored in the arms room at the Fort Rucker Provost Marshal.

#### 4-9.

<b><u>Service Order Request Form</u></b>	
Date: _____	Bldg#: _____ Room#: _____
<b>Description of Maintenance Problem:</b>	
_____	
_____	
_____	
<b>Requestor Information:</b>	
Rank, Last Name, First Name: _____ Platoon _____	
Signature _____	
<b>Supply Action:</b>	
WO #: _____	
Date: _____	

(Figure 4-1)

## **Chapter Five – Student Responsibilities**

### **5-1. Personal Conduct and Appearance**

A) You are expected to conduct yourself in a professional manner while assigned to Ft. Rucker. Conduct unbecoming of a Soldier will not be tolerated. The Commander and the 1SG will brief all incoming personnel on the standards of Alpha Company Soldiers.

B) Students will not engage in public display of affection (i.e. holding hands, hugging, kissing, standing or sitting close so that bodies touch, etc.) within the boundaries of the company area or on Fort Rucker. Soldiers will not engage in public display of affection anywhere while they are in a military uniform. Sexual activities are prohibited within the boundaries of the Battalion area and Fort Rucker. Soldiers are discouraged from engaging in sexual activities off post; however, in the event students do engage in sexual activities, the use of contraceptives and prophylactics in order to prevent Sexually Transmitted Diseases and pregnancy is highly recommended. Sexual activities between IET Soldiers or between an IET Soldier and MOS-T/permanent party Soldier constitutes fraternization and will be punished under the UCMJ. If a Soldier becomes pregnant during AIT, it is highly likely the Soldier will be separated from the Army. Pregnancy normally does not allow a Soldier to continue training and the training could be a hazard to the Soldier's pregnancy.

C) All Soldiers are responsible for rendering proper military courtesies IAW AR 600-25 and TC 3-21.5. Students will salute all officers in uniform. This includes foreign officers (when known) and official vehicles with the General Officer or Colonel Identification plates. **If in doubt, salute!**

D) Personal appearance and grooming will conform to military standards addressed in AR 670-1. Even during off duty time, A Company Soldiers are required to maintain high standards of personal appearance.

E) For military personnel, the ACU is the duty uniform and will be worn IAW AR 670-1 and USAACE Pam 600-1 (Blue Book). Students will wear the water hydration system, i.e. Camelback, IAW company and platoon standards.

F) All Soldiers will maintain their haircut in accordance with AR 670-1 showing a tapered appearance. Females will not allow their hair to extend below their collars. Hair barrettes, if worn, will be transparent or of the same color as the hair and inconspicuously placed. Students may not have faddish haircuts or dye their hair to other than a natural hair color.

G) Hair curlers or earrings will not be worn with the duty uniform. Females may wear earrings with the class "A" or "B" uniform in accordance with AR 670-1. Female Soldiers may wear one pair of earrings on a military installation while in civilian clothes. Male Soldiers may never wear earrings with any military uniform or while on a military installation in civilian clothes. Male/female Soldiers are not authorized any body piercing (tongue rings, nose rings, navel rings, etc.).

H) Only two rings are authorized as per AR 670-1. A wedding ring set is considered one ring. Only one watch will be worn.

I) Male Soldiers' faces must be clean shaven. All male Soldiers will shave prior to the first formation of the day.

### **5-2. Wear of Civilian Clothing**

A) Alpha Company Soldiers represent the Company, the 1-13<sup>th</sup> Aviation Regiment, and the United States Army at all times, including while off-duty.

B) As ambassadors for the Army, Soldiers who are allowed to travel off post in civilian clothes will dress appropriately. This will help portray a professional image of US Soldiers and foster a friendly and supportive relationship with the surrounding communities.

C) In general, clothes will not be torn, ripped, frayed, or present a worn-out appearance. No see-through or skin-tight clothing is allowed. Clothing intended for use as evening wear, under wear, or pajamas, including slippers, will not be worn outside of the barracks. Clothes with offensive, crude and explicit images or language are prohibited.

1) Pants will be worn on the waist, and undergarments will not be displayed at any time. Pants may fit loosely, but overly baggy pants are prohibited. Sweat pants will not be worn outside the company area, except in either of the two gyms on post.

2) Shirts will cover the midsection and will not contain any offensive messages. T-shirts are authorized but discouraged for wear off post. Plain white t-shirts (type worn with class ASUs) are not outer wear.

D) Further restrictions apply to each gender as follows:

1) Male Soldiers should wear a shirt with a collar. No tank tops or sleeve-less shirts are allowed. Pants will be worn on the waist. Any manner of shoe may be worn, to include open-toed sandals, as long as they are in good condition.

2) Female Soldiers will not wear short-shorts ("Daisy Dukes" or "hot pants") or mini skirts. Females must wear shirts that cover their underarms. No tank tops or low cut tops will be worn. Sweat pants with writing on the back side are not authorized.

3) Hats will not be worn indoors. While on post, hats will not be worn backwards, sideways, or tilted.

E) Military clothing items authorized to wear with civilian clothing are:

- 1) Army all-weather coat (with or without liner) without rank or insignia.
- 2) Army black sweater without nameplates.
- 3) Army black windbreaker without rank or insignia.
- 4) Army black service handbag.
- 5) Black dress shoes.

F) You will not wear the following types of clothing in the dining facility:

- 1) Plain white T-shirts.
- 2) Shower shoes or exposed toe shoes.
- 3) Sleeve-less shirts.
- 4) Wool underwear worn as outer garment.
- 5) Thermal underwear worn as outer garment.
- 6) Soiled or dirty clothing.
- 7) Bathing suits.
- 8) Uncovered hair curlers.
- 9) PT uniform, except on the weekends. It will not be soiled or dirty.

G) Swim attire is as follows:

1) Phase IV: Summer PT uniform. Once out of the water, ensure the shirt is tucked into the shorts.

2) Phase V and V+: appropriate swimwear is allowed.

H) Company Cadre has the final say on whether or not clothing complies with the above guidelines. Soldiers are not allowed to leave the company area if their clothing does not comply with this SOP.

### **5-3. Alcohol and Drug Abuse**

A) Under Company policy, Phase IV, V and V+ Soldiers will not consume alcohol, regardless of age.

B) Any Soldier suspected of the unauthorized consumption of alcohol will be transported to the MP station and administered a breathalyzer test. Wrongful consumption of alcohol is punishable under the UCMJ.

C) No alcoholic beverages are authorized in the Battalion area. Current state laws require all personnel to be a minimum of 21 years of age to buy or consume alcoholic beverages. Students under the age of 21 who consume alcohol and students 21 or older who contribute to or allow underage drinking will be punished IAW UCMJ and any applicable state laws. Anyone whose duty performance is impaired because of alcohol consumption will be considered for UCMJ action. Fort Rucker's Alcohol and Substance Abuse Program (ASAP) counselors will evaluate all Soldiers involved in an alcohol-related incident. Based on their recommendation, Soldiers may be entered in alcohol awareness programs and/or treatment. Failure to complete ASAP training and/or comply with their direction may result in separation from the Army.

D) Alpha Company will take a proactive stance on urinalysis testing to deter/prevent use of illegal substances. One method that will be employed is monthly random inspections. The command group will identify in advance which platoon or groups of Soldiers will conduct the urinalysis. The selection method will be made at random by placing each platoon on a separate sheet of paper, placing them in a container, and selecting one to two platoons. The place of duty for those Soldiers selected is the urinalysis area, decided on by the cadre, until those Soldiers provide an adequate urine sample.

E) Possession and/or use of illegal drugs constitute a severe form of misconduct. Violators will be punished accordingly.

F) USAACE has an Alcohol and Substance Abuse Program (ASAP) located in Building 132, which operates between 0730-1630 hours Monday through Friday. USAACE also conducts an Alcoholics Anonymous program which is coordinated through the ASAP staff at 334-255-7509. Emergency services can be provided after duty hours by contacting the Duty NCO at 334-470-6708.

G) Being impaired by the use of alcohol or drug abuse is not a defense for misconduct. Any misconduct while under the influence of alcohol or drugs will be dealt with accordingly. Alcohol and/or drug abuse is not compatible with military service and may lead to elimination from AIT, loss of security clearance, separation from the Army, and/or confinement.

#### **5-4. Bad checks (Insufficient Funds)**

Cases of misconduct involving personal checks returned for insufficient funds will be disposed of IAW the UCMJ and may result in loss of security clearance. In addition, Soldiers who write bad checks will have their check writing privilege suspended. Soldiers who inadvertently write a bad check should notify the chain of command as soon as possible. Unit cadre will assist Soldiers to make arrangements to pay their debts and/or return merchandise. In this and many areas of misconduct, Soldiers are also held responsible for the actions of their dependents.

#### **5-5. Shoplifting**

Soldiers apprehended for shoplifting will be charged with larceny and punished IAW the laws having jurisdiction (either civil court or UCMJ). Shoplifters may be separated from the Army and/or lose their security clearance.

#### **5-6. Fraternization**

A) Fraternization (AR 600-20) is defined as establishing an improper social relationship with another individual. A relationship between Soldiers may be improper if it is not directly associated with

military training activities. Fraternization includes over familiarity between officers, non-commissioned officers and enlisted personnel. Social relationships between students and instructors/cadre and between initial entry Soldiers, MOS-T Soldiers are also improper. Fraternization can result in charges of favoritism, sexual impropriety, and other training distracters. Improper relationships are considered prejudicial to the efficiency of the unit. The following guidelines apply:

1) IET Soldiers will not socialize with Soldiers who are not also in an IET status (i.e. MOS-T or permanent party Soldiers).

2) AIT Soldiers will not socialize with Warrant Officers or Warrant Officer Candidates.

B) Fraternization can become an even bigger problem when it involves the opposite sex. This is due to the adverse perception of other Soldiers, which can cause disharmony and severe morale problems in a unit. Soldiers must exercise particular care in their interactions with Soldiers of the opposite sex to preclude charges of fraternization. Situations that may be perceived as fraternization include, but are not limited to, the following:

1) A Soldier in the room of a Soldier of the opposite sex (which also constitutes a violation of the separate and secure policy) (see paragraph 9-2).

2) Students having a drink or sitting and talking with permanent party personnel in a social environment.

3) Any interaction between MOS-T and IET that is not part of class room instruction or required duties.

4) Not informing another Soldier of your status while in conversation, on or off post.

C) Fraternization can occur on or off post, on or off duty. Do not interact or approach any cadre or other permanent party Soldier while outside the company area without a battle buddy. In addition, the issue needs to be Army related. Other than passing by them and addressing them "Soldier on Sergeant", no interaction should occur.

D) Fraternization is extremely serious and will not be tolerated by the chain of command. Violators will be punished IAW with the UCMJ.

## **5-7. IET Phased Training Policy**

A) Each IET Soldier reporting to Ft. Rucker is required to progress through two distinct phases of training. During each IET Phase, Soldiers must demonstrate knowledge, fitness, responsibility and self-discipline. As Soldiers progress through the various phases, they will gain privileges and be evaluated on their ability to perform with decreasing levels of supervision. Specific goals are established for each level of phased training.

B) The goals of Phase IV are to develop self-discipline and beginning development of technical MOS proficiency. To progress through the Phases, IET Soldiers must successfully accomplish the following task requirements:

1) Demonstrate satisfactory progression in physical readiness. A score of 60 in each APFT event for Phase V and a score of 70 in each APFT event for Phase V+.

2) Pass an ASU uniform inspection (ASU must fit with accessories correctly positioned)

3) Pass a TA-50 inspection (Advanced combat Helmet (ACH), Fighting Load Carrier (FLC), Ballistic Eyewear, etc.)

4) Pass both written examination (70%)

5) Demonstrate knowledge of Army history/organization

6) Demonstrate knowledge of unit SOP

7) Demonstrate knowledge of military customs and courtesy

8) Achieve a satisfactory PSG rating

9) Demonstrate satisfactory progress in MOS training

10) Meet the height and weight standards for Initial Army Procurement (AR 40-501, tables 2-1, 2-2). If Soldier has been in the Army over six months, then the standards in AR 600-9 apply.

E) Each IET Soldier will be required to pass a written test before advancement to the next phase. This test contains questions from the Smart Book, the Chain of Command, the unit SOP, and other Army related areas. It is the individual's responsibility to prepare for this test. Soldiers must complete the test without assistance; references (books, notes, etc.) are not allowed for use during the test.

Individuals unable to pass this test will not advance to Phase V until successful completion of a retest.

Topics may include:

- 1) General knowledge and military history
- 2) Military customs and courtesies
- 3) Rank insignia of officers and enlisted Soldiers
- 4) Uniform Code of Military Justice
- 5) Guard duty
- 6) SHARP/EO
- 7) Reacting to Officers/NCOs: Reporting to Officers
- 8) Warrior Tasks and Battle Drills (WTBD): (NBC, marksmanship, hand grenades, mines, survival, land navigation, challenge/password, evaluating a casualty, first aid, heat/cold injuries etc.)
- 9) Drill and ceremonies
- 10) Code of Conduct
- 11) Military time (24hr clock)
- 12) Laws of war
- 13) Wear and appearance of military uniform (AR 670-1, USAACE Pam 600-2 "Blue Book", and this SOP)
- 14) Company policies and SOP
- 15) Chain of command/NCO support channel

F) Soldiers in Phase IV training will receive extensive counseling by their PSGs. This counseling will include an evaluation of the Soldier's progress and will be recorded on a DA Form 4856-R (General Counseling Form). At a minimum PSGs will evaluate:

- 1) Military bearing
- 2) Personal Appearance
- 3) Wearing of the Class "A"/ASU uniform
- 4) Maintenance of living area
- 5) Leadership potential
- 6) Motivation
- 7) Teamwork
- 8) Most training events
- 9) Physical readiness
- 10) Self-discipline

## **5-8. OCS/WOCS and MOS-T Students**

B) Any Soldier reporting to Alpha Company for MOS training, who was previously enrolled in the Warrant Officer Candidate School (WOCS), or Officer Candidate School (OCS) but does not hold an MOS, will be in-processed into Alpha Company as an Initial Entry Trainee (IET).

C) These Soldiers will have the opportunity to move to Phase V status after 14 days during which they will demonstrate the skills necessary for all AIT students to achieve that Phase status. Soldiers may be reverted back to Phase IV if the situation dictates.



D) Soldiers in this situation will be governed by the rules for Initial Entry Training Soldiers in TRADOC Regulation 350-6.

#### **5-9. Phase privileges and requirements for IET Phase IV**

A) The normal required time for IET Phase IV training is four weeks/28 days. PSGs will evaluate each Soldier's progress on an individual basis. Soldiers are required to meet the standards for self-discipline, motivation, military bearing, courtesy, and adherence to the unit policies in order to progress to Phase V.

B) During the duty week, Phase IV Soldiers are not authorized outside the Battalion Area. The ACU uniform will be worn outside the Battalion area during weekends and holidays. The ASU uniform will be worn when approved to travel off the installation during weekends and holidays. Outside the Soldier's room, the Army PT uniform will only be worn when engaged in fitness activities. The wearing of civilian clothing is not authorized.

C) Phase IV Soldiers must wear army issued eyewear, if required. Contacts and/or civilian eyewear will not be worn.

D) Phase IV Soldiers are allowed to attend religious services.

E) Soldiers are given block time during the weekend IAW the Company Training Schedule.

F) Unless on block time, Phase IV Soldiers must consume all meals in the dining facility.

G) Phase IV Soldiers are required to attend all company formations. From bed check/lights out until first formation, all IET Soldiers must remain in their assigned barracks wing until morning formation (0515 weekdays or 0645 weekends). Soldiers are not authorized to sleep in any room other than their assigned barracks room unless placed on Buddy or Unit Watch. Soldiers will remain in their designated wing inside their assigned barracks after 2000 until morning formation unless authorized by a cadre member.

H) During block time any MWR facilities may be utilized. The commander may authorize off post passes for Phase IV Soldiers. In these instances, Soldiers will be able to travel no more than 25 miles from Fort Rucker. Soldiers will only travel beyond 25 miles on a command sanctioned trip. Phase IV Soldiers on off-post pass will be in ASU uniform.

I) Phase IV Soldiers are not authorized to ride in privately owned vehicles with anyone except their immediate family.

J) Students needing additional academic instruction may be required to stay at their class location to receive the needed help. These sessions will be led by an instructor from C Company. Students that are not required to attend mandatory study hall may study during their free time. These Soldiers will not miss any training or details to study unless approved by their PSG.

K) The focus of AIT students should primarily be on learning MOS and Soldier skills, in order to minimize the possible distractions to that focus, and in accordance with TRADOC Regulation 350-6, Phase IV Soldiers are prohibited from possessing or using certain items. Soldiers in doubt about the status of an item (prohibited or not) should consult with their PSG before purchasing an item. A Company prohibited items for phase IV include, but are not limited to:

- 1) Alcohol, to include empty alcohol containers.
- 2) Materials containing images of nude or semi-nude people.
- 3) Any food or drink in barracks rooms.
- 4) Civilian clothes.

J) The following are the restrictions of Phase IV Soldiers:

- 1) Cannot consume alcohol.
- 2) Cannot wear or possess civilian clothes (civilian clothes will be stored in the platoon's storage area).

- 3) Cannot leave the company area without permission from the PSG.
- 4) Soldiers are not allowed to leave the wing (hallway and floor) of their side of the barracks after mandatory bed checks, which are at 2000 (weekdays and weekends).
- 5) No alternative backpacks are authorized. Backpack must be IAW 670-1.

#### **5-10. Phase privileges and requirements for IET Phase V**

A) IET Soldiers who complete the requirements of Phase IV training will progress to Phase V. The primary goal of this phase is to prepare the Soldier for his/her field assignment. Soldiers in Phase V status will also continue reinforcement of common skills and combat skills.

B) The following are the minimum requirements to progress from Phase IV to Phase V:

- 1) Demonstrate satisfactory progression in physical readiness with a minimum score of 60 points in each APFT Event
- 2) Pass a Class ASU uniform inspection
- 3) Pass a TA-50 inspection (Advanced combat Helmet (ACH), Fighting Load Carrier (FLC), Ballistic Eyewear, etc.), (70%)
- 4) Pass a written examination (70%)
- 5) Meet the height and weight standards for Initial Army Procurement (AR 40-501, tables 2-1, 2-2). If Soldier has been in the Army more than six months, then the standards in AR 600-9 apply.
- 6) Once the requirements above are met, Soldiers reaching Phase V will receive formal counseling.
- 7) Phase IV IET Soldiers may be granted an exception to policy and progressed to phase V by their cadre if the following conditions are met:
  - i. The Soldier meets all requirements to progress to phase V except the APFT.
  - ii. The Soldier was on a valid medical profile that prevented them from taking an APFT for greater than 60 consecutive days.
  - iii. All exceptions to policy will be approved by the Company Commander.

C) Phase V Soldiers will lose their privileges under the following circumstances, to include but not limited to:

- 1) Misconduct
- 2) Failure to maintain physical fitness readiness standards and Body Fat Content requirements
- 3) Failure to maintain wall locker and room standards
- 4) Violation of Unit SOP
- 5) Any act, speech, or behavior which is unbecoming a US Soldier

E) Phase V Soldiers may leave the Battalion Area with permission during the duty week but must remain on Fort Rucker. Phase V Soldiers may leave Ft. Rucker on weekends and holidays when granted permission.

F) The following are the privileges afforded to Phase V Soldiers:

- 1) May wear civilian clothes during non-duty hours.
- 2) Authorized to depart the Battalion Area but will remain on the installation during the duty week (Mon-Fri).
- 3) Cannot leave the Battalion Area without permission from the PSG. Must remain in the Battalion Area until after final formation. Must sign out on Bravo side if leaving the Battalion Area.
- 4) Mandatory bed check are at 2000 (weekdays and weekends)
- 5) Required to have a same sex battle buddy at all times.
- 6) Soldiers are given block time as listed below IAW the Training Schedule.
- 7) No overnight passes allowed.
- 8) Cannot consume alcohol.

9) Phase V Soldiers are authorized to purchase civilian linen for their bunks. Military linen may be turned in during linen exchange.

10) Phase V Soldiers are authorized to use alternative backpacks when in uniform IAW AR 670-1.

#### **5-11. Phase privileges and requirements for IET Phase V+**

A) Soldiers may be advanced to Phase V+ once they met all the requirements for Phase V and completed at least 21 weeks of IET training. Soldiers in Phase V+ status will also continue reinforcement of common skills and combat skills, but are given much more latitude in their on and off duty activities.

B) The following are the minimum requirements to progress from Phase V to Phase V+:

- 1) Achieve a score of 70 points in each APFT Event
- 2) Demonstrate satisfactory progress in MOS training; NOT removed from class for course failure or disciplinary reasons or elimination.
- 3) Meet the height and weight standards for Initial Army Procurement (AR 40-501, tables 2-1, 2-2). If Soldier has been in the Army over six months, then the standards in AR 600-9 apply.
- 4) Once the requirements above are met, Soldiers reaching Phase V+ will receive formal counseling.

5) There will be **NO** exceptions granted allowing Soldiers to progress from phase V to phase V+.

C) The following are the privileges afforded to Phase V+ Soldiers:

- 1) All privileges listed for Phase V.
- 2) Allowed on and off post privileges after final formation and released by their PSG.
- 3) Soldiers are given block time as listed below IAW the Training Schedule.
- 4) No overnight passes are allowed.
- 5) Phase V+ Soldiers that want to rent a vehicle must complete an Accident Avoidance Course On-line: <https://safetylms.army.mil> and turn in a completed certificate for Cadre signature. Signed certificates must be on Soldier's possession while operating a rental vehicle.
- 6) Phase V+ Soldiers are allowed to rent a vehicle but may NOT operate a POV while in AIT.
- 7) Cannot consume alcohol.
- 8) Battle buddies of the same sex are required at all times.
- 9) Phase V+ Soldiers are authorized civilian clothing after final formation and on recovery time. Soldiers are allowed to eat in civilian clothes after final formation and on recovery time in the DFAC.
- 10) Phase V+ Soldiers are authorized to use all on post facilities IE (gym, library, PX, bowling alley, etc.) after final formation or on recovery time.
- 11) Phase V+ Soldiers are authorized to have bicycles. All Soldiers must secure bicycles in the bicycle rack and use all appropriate safety equipment both on and off post.
- 12) Phase V+ Soldiers are authorized to use alternative backpacks when in uniform IAW AR 670-
- 13) Any Phase V+ Soldiers receiving a negative counseling statement may have his/her privileges restricted.

#### **5-12. Reduction in Phase Privilege / Status**

A) The goal of Initial Entry Training (IET) is to produce motivated, disciplined, and physically fit Soldiers who are trained in both Soldier and MOS related skills and who are capable of successfully taking their places in the ranks of the Army in the field. Once a Soldier has achieved the status and privileges of phase V or V+, they must continue to demonstrate knowledge, fitness, responsibility and self-discipline.

B) If a Soldier loses their privileges for disciplinary reasons, they must wait until after conclusion of their punishment before being eligible to regain that status.

- C) If a Soldier loses their privileges because of an APFT failure or not meeting the Army's weight standard, they may receive the privileges back after the standard is met.
- D) Soldiers pending separation from the Army for disciplinary reasons will become Phase IV.
- E) Soldiers who lose phase V+ privileges may phase back up to V+ if approved by the first sergeant.
- F) Any exceptions will be addressed through the chain of command.

### **5-13. MOS-T Soldiers**

A) MOS-T Soldiers are treated differently than IET Soldiers. Their previous experience in the Military warrants them privileges similar to those of permanent party Soldiers. However, they are still subject to the standards outlined in TR 350-6.

B) MOS-T Soldiers are not bound by bed checks; however this may be revoked due to negative behavior.

C) MOS-T Soldiers will participate in weekend training either as a trainee or assistant instructor.

D) MOS-T Soldiers will adhere to following guidelines:

1) No consuming of alcohol in the Battalion area which include Barrack and Fortenberry-Colton parking lots. Alcohol will only be consumed by Soldiers of legal drinking age (21). In addition, violations of the drinking age and giving of alcohol to minors or IET Soldiers, is punishable by local laws and the UCMJ.

2) No food in the barracks, except in the dayroom. Food may be delivered directly to the MOS-T building and consumed in the dayroom only.

3) Fitness supplements may be stored in the barracks room, however they must have an air-tight seal while be stored. Be advised, supplements can lead to dehydration and/or heat injury.

4) No personnel of the opposite sex will be allowed in the barracks wing of the opposite sex at any time. Cadre is the only personnel allowed to inspect Soldiers' living areas.

5) Fraternization with IET and/or permanent party Soldiers is strictly prohibited.

6) MOS-T Soldiers must maintain their barracks room in a high state of readiness. Rooms will be neat and orderly. Items will be displayed IAW PSG guidance.

7) Smoking by MOS-T Soldiers is only permitted in the designated MOS-T smoking area, outside their barracks building. MOS-T Soldiers will not smoke in front of the IET Soldiers.

8) The MOS-T student PSG is the primary supervisor of the MOS-T platoon. All problems will be addressed thru the PSG before being sent higher.

9) MOS-T Soldiers are not allowed to drive to school; they must march to school as a group.

10) The Separate and Secure policy will be adhered to at all times.

E) MOS-T Soldiers need to understand that they set the example for IET Soldiers to follow. The Company Cadre expects MOS-T Soldiers to conduct themselves in a manner that represents the best the Army has to offer. By demonstrating leadership skills and maintaining the highest state of discipline, MOS-T Soldiers will be positive role models for the IET Soldiers.

### **5-14. Honor Code**

A) Alpha Company Soldier will not cheat, lie, steal, nor tolerate those who do or those withholding knowledge thereof. You are charged with the responsibility for maintaining these ideals. A fundamental prerequisite of excellence of character is honor. Deviation of this compromises this special trust.

B) The Honor Code is the application of standards of ethics and conduct expected of enlisted personnel in the United States Army and is an essential element in the character molding of the individual. It demands complete integrity in word and deed and permits no deviation. Compliance with

the spirit of the Honor Code is expected at all times. Violations of the Honor Code, intentional or unintentional, must be reported, and are subject to actions under the provisions of the UCMJ.

#### **5-15. Distinguished Honor Graduate**

A) Soldiers demonstrating superior performance in their technical knowledge, physical fitness, Soldier proficiency and leadership potential may be recognized with student honors.

B) Honors will consist of a Distinguished Honor Graduate and a maximum of four Honor Graduates, the sum of both categories will not exceed 20 percent of the class.

C) All AIT Soldiers will be afforded the opportunity to qualify for student honors. Qualifications/selection will be determined by the following criteria:

1) Qualification:

a) Receive a first time GO on all graded academic units (MOS tests).

b) Receive no UCMJ or adverse personnel action to include disciplinary counseling.

c) Receive a minimum score of 85 points per event on the final Army Physical Fitness Test (APFT). (Soldiers who must take an alternate event on the APFT due to a profile through no fault of their own will still be eligible to participate in the honors program as long as they score at least 85 points in all non-profiled events).

2) In the event there is a tie in the overall average test score, the selection for student honors will be based on the highest score on the final Army Physical Fitness Test.

D) All student honor candidates are subject to the final approval by the Company Commander.

#### **5-16. Field Training Exercise (FTX)**

The FTX is required MOS Training. Soldiers will not make appointments that will cause them to miss any portion of the FTX. Soldiers will not normally be allowed to leave the FTX. If any portion is missed, to include the FTX Load out, the Soldier may be held over and set back to attend the next scheduled FTX.

#### **5-17. Graduation**

A) Graduation is the culmination of the training received during AIT. It is the day for the graduates to be recognized for their achievements. All authorized ribbons and awards will be worn.

B) Only Soldiers TDY and return to an airborne unit are authorized to wear jump boots or Corcoran Boots with their Class ASU's.

C) Soldiers TDY enroute will NOT wear their prior unit awards and jump boots. They will wear only their permanent awards and citations.

## **CHAPTER SIX - BARRACKS**

#### **6-1. General Information**

A) Specific details of room lay-outs, permitted items and displays, and all other barracks related information are contained in Appendix B.

B) Medicine, prescription and over-the-counter (OTC), is covered in para 9-6.

C) The barracks will remain in a high state of readiness at all times. Barracks appearance and displays promote self-discipline and attention to detail.

D) Phase IV Soldiers will not have civilian clothes in their possession within the barracks. They will be turned into their PSG for storage until they “phase up” or depart Alpha Company. This includes Soldiers who have been “phased down” to Phase IV.

E) Furniture may NOT be rearranged in the room. Furniture will be as arranged in accordance with the SOP.

F) Hallway, common area, and day room furniture and company TVs are not allowed in a Soldier’s room. Doing so is considered larceny and is punishable by the UCMJ.

## **6-2. Barracks Inspections**

A) The PSGs will conduct daily barracks inspections, following the final morning formation. Common areas must be cleaned, bunks tight, personal items secured, all receptacles clean, footgear aligned, and floors vacuumed or mopped. A detailed inspection sheet is provided in each room. Wax will not be used on any floor.

B) Cadre will conduct inspections at their discretion. Rooms will be prepared for inspection **at all times**.

C) The 1SG and Company Commander will inspect the barracks throughout the week.

D) The Company Commander will conduct ASU/Barracks Inspection once a quarter. He may also test the Soldiers on knowledge from the IET Soldier Handbook, Company/Barracks SOPs, and/or Policy letters.

E) Soldiers unable to comply with the barracks maintenance standards described in this chapter will be subject to a reduction in phase or disciplinary action IAW the UCMJ.

F) The results will be posted on the room inspection sheet provided on the back of the door.

## **6-3. Health and Welfare Inspection**

A) A health and welfare inspection is an unannounced inspection conducted under the direction of the Commander by officers and senior enlisted personnel from the company. Health and welfare inspections are conducted to find and eliminate all hazards to health, welfare, safety, and good order and discipline; as well as to determine fitness and readiness of the clothing and equipment assigned to unit personnel.

B) Immediately preceding the inspection, all personnel will be removed from the barracks area, and the inspection will be announced. The Commander will/may select a certain physical portion of his unit for inspection, an organizational element of his unit, or may randomly select individuals to be inspected. When an individual’s property is about to be inspected, the individual is to report to the inspector, at his billets area. While the individual observes, the inspector inspects the individual’s property in accordance with the guidance set forth by the Commander. The thoroughness of the inspection is dictated by the physical nature of the hazards, which are the subject of the health and welfare inspection. On the spot corrections will be made if possible, and any deficiencies or health and welfare hazards will be reported through the chain of command.

C) Any individual conducting an inspection is responsible for using care in the handling of the property of the individual inspected. Inspectors may remove property from containers, but are not responsible for returning the contents to the original containers. Inspectors will promptly report uncorrected hazards to the Commander. During the conduct of the inspections, inspectors will explain to the personnel being inspected what corrective action if any may be taken for each deficiency found.

D) Each unit member will maintain a suitable standard of health and welfare. At the completion of the inspection, individual items will be delivered to the Military Police or CID for processing. Any Soldier

found in possession of illegal contraband will be considered for UCMJ action. The command group will attempt to schedule drug dogs to come through the barracks to supplement the cadre.

#### **6-4. Food and Beverages in the Barracks**

A) Consumption of beverages and snack foods (other than water, sports drinks, energy bars also known as Soldier fuel bars , mints and gum) inside the barracks area is not authorized. The Command's primary concern is barracks cleanliness and pest control. Proper nutrition is also vital; under no circumstances should students substitute snack foods for a nutritious meal in the Dining Facility.

B) Soldiers **MAY NOT** at **ANY TIME** consume or have beverages or food in **ANY** individual rooms. The only exceptions are those mention in paragraph 6-4 a.

C) Fitness supplements are NOT prohibited for AIT Soldiers, however, all Soldiers must realize that there are some supplements that have ingredients that may disqualify them from their MOS. It is the Soldiers responsibility to research substances prior to consumption. Soldiers must ensure to hydrate as some supplements may cause dehydration. All supplements must remain in their original container. Supplements outside of their original container are considered contraband and will be confiscated.

### **Chapter Seven – Safety**

#### **7-1. Commander's Safety Philosophy**

There is no reason for any Alpha Company Soldier to become injured or killed while in training at Fort Rucker. Cadre will continuously assess and manage risks to ensure safety. Every IET and MOS-T Soldier must assist the unit cadre to identify dangers. Accidents resulting from individual negligence are intolerable. Soldiers must continuously guard their own safety and the safety of others.

#### **7-2. Sports Injuries**

Students must take appropriate precautions to avoid injuries during athletic activities. Such injuries can unnecessarily delay AIT graduation. Soldiers in Training will not participate in skydiving, scuba diving, mountain climbing, bungee jumping, or white water rafting. In addition, swimming is only allowed when certified lifeguards are on duty.

#### **7-3. Standards of Conduct**

Students will keep safety in the forefront of their minds during all activities. Inattention, horseplay and personal negligence can lead to injuries which may delay or end your military career.

#### **7-4. Road Guards**

Soldiers designated to act as road guards for unit formations must take their role in maintaining unit safety seriously. PSGs will select trustworthy Soldiers to act as road guards and provide appropriate instructions. Road guards must anticipate movement of the formations and traffic actions. They must safeguard themselves as well as the formation. Alertness is the key to success as the unit road guard.

#### **7-5. Safety and Health Rights Policy**

Personnel assigned or attached to Alpha Company are protected against discriminatory actions or reprisals which may result from exercising their safety and health rights as provided by regulations. Report suspected violations of safety or health rights through your chain of command, the company safety officer or the assistant safety officer.

#### **7-6. Ground Accident Plan**

- A) Any Soldier becoming aware of an accident/medical emergency will:
- 1) Notify the Cadre immediately using the instructions outlined in the CQ Instruction Book.
  - 2) Treat for shock, and attend to the victim until help arrives.
  - 3) Gather all information outlined in paragraph B).
  - 4) Obtain help by dialing 1-800-418-0983 (Triage Nurse) or "911" and advising the emergency dispatcher of the location and the nature of the emergency.
- B) Information Required:
- 1) Name of the person reporting the mishap and phone number.
  - 2) Emergency assistance needed.
  - 3) Organization to which individual belongs.
  - 4) Damage to any government or civilian property.
  - 5) Any other special assistance or information required.

#### **7-7. Severe Weather Plan (Hurricane Contingency Plan, HURCON)**

- A) From June through November, the Fort Rucker area is periodically affected by hurricanes. Tornadoes pose a threat at any time of the year.
- B) When the post severe weather alarm signal is heard; all Soldiers will immediately position themselves indoors and away from the windows. They will remain indoors until the "ALL CLEAR" signal is heard. Once cleared, a Cadre member will inform each platoon if an accountability formation will be conducted. If there was a tornado, hurricane, or severe storm in the local area, the duty NCO will conduct an accountability formation.
- C) The post severe weather alarm is **3 FIVE MINUTE STEADY TONES.**
- D) The all clear signal is a **RAPID RISING AND FALLING SOUND** similar to emergency vehicles. Resume normal operation.

#### **7-8. FIRE DRILL**

In case of Fire all Soldiers will evacuate the buildings and proceed directly to "Soldier-On" Field for accountability exactly like Physical Training formations during the duty week.

#### **7-9. Hot/Cold/Allergy Identification Tab**

The Hot/Cold Weather and Severe Allergy Identification Tab will be worn to identify Soldiers who are at risk of hot and cold weather injury or severe allergies. Soldiers will wear one of three colors, based on the following criteria:

- red will be worn by any Soldier with a prior heat injury
- blue will be worn by any Soldier with a prior cold weather injury



- green will be worn by any Soldier with severe allergic reactions (i.e. bee stings, food, or medication)

Tab placement will be displayed at the bottom of the wearer's right breast pocket flap. The Identification Tab will extend 1 inch from the bottom of the pocket flap and is part of the ACU while stationed at Fort Rucker.

## **Chapter Eight – Physical Readiness Training (PRT) and Weight Control**

### **8-1. Scheduled Physical Readiness Training**

A) The objective of our physical fitness program is to enhance combat readiness by developing and sustaining a high level of physical fitness in our Soldiers. The Cadre measures this objective by the following criteria: cardio-respiratory endurance, muscular strength, muscular endurance, flexibility, anaerobic conditioning, competitive spirit, self discipline, body composition and a healthy lifestyle.

B) All assigned students will participate in company physical readiness training (PRT). If a profile prevents an individual from participating, a PT program will be developed which conforms to the profile. Tailored physical training programs for Soldiers with profiles or over 40 years of age will be cleared by medical authorities and approved by the chain of command prior to implementation. PT is conducted within the individual Soldier's capabilities.

C) Company PRT will be conducted in the morning. Special PRT will be conducted as necessary IAW the company training schedule.

D) The uniform for PRT is the Improved Physical Fitness Uniform (IPFU) with white socks and the running shoes of each Soldier's choice. All female Soldiers will wear a brassiere, and male Soldiers will wear appropriate supporting undergarments. At no time will the "sweats" be worn without the black trunks and the gray Army T-shirt. ID chains will be worn. Any jewelry worn will be IAW AR 670-1.

E) Under normal circumstances, Company PRT will consist of the following:

- 1) Monday - APFT (diagnostic/record), endurance and mobility drills (30/60s, 60/120s)
- 2) Tuesday - Conditioning Drills (Muscle Strength & Endurance)
- 3) Wednesday – Ability Group (AGR)/Company/BN runs
- 4) Thursday - Conditioning Drills (Muscle Strength & Endurance)
- 5) Friday - Endurance and mobility drills (30/60s, 60/120s)

**Note: This sequence of PRT activities may be altered due to external training events (i.e. unit runs, changes to the training schedule, etc.).**

F) Ability groups for running are broken down as follows (subject to alteration):

- 1) A Group 1430-Below
- 2) B+ Group 1431-1530
- 3) B Group 1530-1700
- 4) C Group 1700-UP

### **8-2 Army Physical Fitness Test (APFT)**

A) A diagnostic APFT will be administered after the Soldier has been in the company for a minimum of 21 days to assess the Soldier's physical ability. Prior to this test, Soldiers will be placed into ability groups based on their APFT scores at BCT. Newly arrived Soldiers ARE NOT ALLOWED to run with A

group during their first week of PT to allow them to get acclimated to the environmental conditions at Fort Rucker.

1) If the Soldier fails the initial diagnostic APFT with 60 points in each event, they will be placed in the Special Emphasis PT program (see paragraph 8-3). In addition, they will re-take the APFT every Monday until they pass. If they do not pass a diagnostic APFT and it is time for the Soldier to take a record APFT, they will take the record APFT.

2) If the Soldier passes the APFT with 60 points in each event, they must maintain physical fitness in order to pass the record APFT towards the end of their class.

3) Soldiers may be required to re-take the diagnostic APFT if they have recovered from an extended physical profile or the unit cadre has noticed a deterioration of the Soldier's physical fitness.

B) The final record APFT will be administered no later than three weeks from completion of training. Soldiers must achieve 60 points per event to graduate the course. If the standard is not achieved, Soldiers will be counseled by the Chain of Command and given an additional chance to pass the test. If the Soldier still cannot meet the standard after three tests, they will be considered for separation from the Army IAW TR 350-6.

C) MOS-T Soldiers that fail the final APFT will be flagged and retested. All Soldiers failing the record APFT will remain in the company after graduation until either they pass the record APFT, they are processed for elimination, or returned to their home/reserve/NG units.

D) Soldiers possessing the motivation and commitment to achieve a score of 270 or higher, with 90 points in each event, on their Final APFT will receive the Army Physical Fitness Badge.

### **8-3. Special Emphasis Physical Training (SEPT)**

Soldiers who fail an APFT will participate in SEPT. In addition, IET Soldiers who do not meet procurement standards (IAW 40-501, tables 2-1 and 2-2) or who have been in the Army for 6 months and do not meet AR 600-9 standards, will be required to attend SEPT. SEPT will be conducted Monday through Friday at 1830. This session is for Soldier's who miss morning PRT and/or SEPT. This allows them to remain on the same PRT cycle as the rest of the company. The training plan for SEPT will follow the same schedule as regular PT, but may be altered by the PSG conducting it as they see fit.

### **8-4. Weight Control**

A) AR 600-9 clearly defines the Army's weight and body fat standards. AR 40-501 and TRADOC Regulation 350-6 provide additional guidelines for IET Soldiers. Weight and body fat measurements (if required) will be taken during unit in processing prior to starting class. Soldiers who exceed weight and body fat limits will be enrolled in the Army Weight Control Program and must attend SEPT. Every Soldier needs to be aware of the standards and ensure that they remain in accordance with the established guidelines of AR 600-9 or AR 40-501. Soldiers placed on the Army Weight Control Program will be weighed weekly and counseled by their PSG.

B) The standards of AR 600-9 are applicable to IET Soldiers after 180 days from date of entry to active service. MOS-T Soldiers weight control standards are already applicable as they have exceeded the 180 day timeline. . Overweight personnel enrolled in training must meet weight and body fat standards within 30 days. Regular Army Soldiers who fail to meet the standards will be referred to the medical center for a physical exam then placed on the Army Weight Control Program. National Guard, Reserve, and Title 32 Soldiers may be sent back to their unit. This information will be entered in item 9 of their DA Form 5286-R and/or a rating of "Marginally Achieved Course Standards" in Block 11 of DA Form 1059.

- C) Additionally, the following guidelines apply for MOS-T Soldiers:
  - 1) Regular Army Soldiers that do not meet standards
    - a) Soldier will not be allowed to attend MOS training
    - b) Soldiers who PCS or are TDY enroute will be put in a hold-under status pending clarification of assignment instructions for follow on assignment
    - c) Soldiers who are TDY and return, will be returned to their home station
  - 2) National Guard or Reserve Soldiers who do not meet the standards
    - a) Soldier will be enrolled in class IAW NG Memo XXXXXX
    - b) If the Soldier does not meet the standard by the end of class, will receive a rating of “Marginally Achieved Course Standards” in Block 11 of DA Form 1059
- D) All overweight records on individuals enrolled in the Army Weight Control Program will be forwarded to the gaining command via registered mail.

#### **8-5. Profile Physical Training and Pre-APFT Training**

- A) Soldiers receiving a physical profile for any reason will turn it in to their PSG as soon as they return to the company area. If the PSG is unavailable, it will be turned in to the Duty NCO. Upon receiving a profile, the PSG will ensure that the Commander approves and signs the profile, and the Soldier understands the limitations of the physical profile. No profile is valid without the Commander’s signature.
- B) The Soldier is required to keep a copy of the profile on his/her person at all times while the profile is in effect. This is to allow the Soldier to produce this physical profile to any cadre member that might not be familiar with the Soldier’s particular profile.
- C) If at any time there is an issue about a physical profile, the doctor that wrote the profile or a doctor in the original author’s chain of command will be contacted to clear up the issue. If none of the aforementioned is available, the Soldier will not be tasked to perform any activities that are in question until the issue is answered by the doctor or a doctor in the chain of command.
- D) Soldiers with profiles that limit them from conducting normal physical readiness training will attend the profile physical training session with designated cadre members.

## **Chapter Nine – Physical Security and Crime Prevention**

### **9-1. General**

The responsibility for effective physical security and crime prevention is shared among all Alpha Company Soldiers. Everyone must make an active effort to safeguard valuables and maintain continuous security awareness.

### **9-2. Separate and Secure**

- A) Alpha Company provides separate living areas for males and females. The separation may be by buildings, floors or wings.
- B) All buildings in Alpha Company have door alarms on exterior doors. When an exterior door is opened an alarm sounds at both stations identifying which door was opened. The monitoring station will be monitored by the CQ of 6202B building. If an alarm sounds after bed check formation” (2000 until 0500) the night CQ will immediately notify the Duty NCO in addition to the below:

- 1) Look at the LCD screen above the keypad and identify which door number was opened.
- 2) Immediately notify the CQ or Duty NCO at 334-470-6708 and make an entry in the Duty Log noting the time at which door was opened.
- 3) Accompany the Duty NCO to the door in question and assist in identifying the cause.
- 4) When the Duty NCO arrives at the door in question, they will conduct a room search and identify any unauthorized or missing personnel. If the door alarm sounds a second time during any night, the Duty NCO will post door guards on the door and rotate them throughout the night.
- 5) Occasionally, the Battalion will run a split shift consisting of day and night school. Soldiers returning from night school will notify the Duty NCO of their return. The Duty NCO will give the Soldiers time to return to their rooms. After that, the alarms will be activated.
- 6) During the weekends no Soldiers should return to the company area and enter the barracks during lights out without checking in with the Duty NCO. If the Duty NCO is not there, remain with the CQ until they return.
- 7) Any attempts to disable the alarm system will activate the master alarm. Soldiers found guilty of tampering with the system will face UCMJ and a statement of charges to pay for the repairs.
- 8) Once exterior doors to the Barracks are closed between the hours of 2000-0500, Soldiers will not open the doors for any individual to enter the building without the expressed permission of Cadre. Opening the secured doors constitutes a violation of the buildings physical security and is punishable under UCMJ.

### **9-3. Personal Property Records**

Soldiers with high dollar value items (greater than \$25) must complete two copies of DA Form 4986, Personal Property Record and secure those items in their locked droplid. Items will be certified by unit cadre. Soldiers will keep one copy and submit the other to the PSG.

### **9-4. Security of Valuables**

Valuables will be stored inside each Soldier's drop-down. Items will be annotated on the DA Form 4986. Drop-downs will remain secured at all times, unless it is within the Soldier's direct view. High dollar value items should be stored and secured in the drop-down. Barracks room doors must remain locked whenever the Soldier is not in the immediate vicinity. Doors that cannot lock will be reported to the cadre immediately to be repaired.

### **9-5. Security of Cash and Negotiables**

Cash and negotiables (checks, credit cards, etc.) must remain in the Soldier's possession or in secure storage at all times. Soldiers will have no more than \$50 in cash at any time. This policy is intended to make our Soldiers and barracks area a less lucrative target for criminals. Soldiers should convert excess cash into traveler's checks, money orders, cashier's checks or deposit excess money into a bank. Notify your PSG if you have valuables that need to be secured in a safe.

### **9-6. Prescription Medication**

A) All IET Soldiers are responsible for ensuring their medications are taken care of in accordance with this SOP. Soldiers will only take prescription medication issued by a medical facility. Medications will be consumed and stored in accordance with the prescription instruction label.

B) All Soldiers receiving medications from an authorized medical facility will immediately return to the company and see their PSGs. Only prescriptions under a Soldier's name will be authorized to be in the assigned barracks room.

C) Each Soldier who is authorized to have prescription medications in his or her room will secure it, with a lock, in their personnel cabinet. ***Medications will not be put in the bathroom cabinet.*** At no time will medication be left unsecured and any medications left out with the room door locked do not constitute being secured.

D) Any medication suspected as being stolen or missing will be reported immediately to a cadre member. In the interest of Soldier safety and well-being, confiscation of medications will occur if any abuse or security violation is committed.

E) Medicine, prescription and over-the-counter (OTC).

1) Prescriptions

- a) Narcotics will be secured in Bldg 6202A. Soldiers requiring their medication will get with their PSG or the Duty NCO for medication issuance.
- b) This includes any medication that can cause drowsiness but is not classified as a narcotic.
- c) Distribution of prescribed medication to others, even one pill, is illegal and punishable within Federal, State, and Local laws as well as the UCMJ.

2) OTC

- a) Authorized OTC medications will be stored in the Soldier's drop-down lid and secured.
- b) Vitamins and complex vitamins are allowed. They cannot contain anything other than vitamins.
- c) Unauthorized products can cause de-hydration, kidney failure, and other severe problems. They are not conducive to the training environment.

## 9-7. Security Violations

Actions which do not conform to local security directives will be considered disobedient and may be punishable IAW the UCMJ.

## 9-8. Off-Limits Areas

A) During the hours of darkness (sunset to sunrise), all unit areas on Fort Rucker are also off-limits.

B) Male rooms and barracks areas are off-limits to female students. Female rooms and barracks areas (including parking lot west of BLDG 6101) are off-limits to male students (see paragraph 9-2). The only exception to the policy is for trainee leaders conducting official business when accompanied by a cadre member. When a trainee leader enters the barracks area of Soldiers of the opposite sex, he/she will announce "Male/Female on the floor." A trainee leader will not enter a room.

C) IET Soldiers are not allowed in the area of the barracks occupied by MOS-T Soldiers. MOS-T Soldiers are not allowed in IET areas, unless conducting official business with a Cadre member.

D) IET Soldiers are not authorized to stay or make reservations at the Fort Rucker Army Lodging unless they are accompanied by their parents, legal guardian, or spouse. Otherwise, Army Lodging is off limits to IET Soldiers. This restriction extends to all permanent party housing areas. Exceptions will be granted by the CDR or 1SG ONLY!

### **9-9. Prevention of Rape and Sexual Assault**

Rape is a serious crime; it is a crime of violence and will be punished to the full extent of the UCMJ. Sexual assault, not resulting in rape, is an equally serious offense. Soldiers must be aware of the potential of these crimes to occur. Individuals should take all possible precautions to avoid circumstances where these crimes are likely to occur. Awareness, the Buddy System, and the practice of safeguarding fellow Soldiers are effective means of precluding these crimes.

### **9-10. Lost or Damaged Property**

Report lost, stolen, or damaged property to your PSG immediately upon discovery. Examples include linen, furniture, uniforms, personal items, etc.

### **9-11. Notification of Criminal Activity**

All Alpha Company Soldiers will maintain constant crime prevention vigilance. Report theft to the chain-of-command immediately upon discovery. Be alert for unfamiliar personnel in the company area and individuals whose behavior is in some way suspicious. During urgent circumstances, when a cadre member is not immediately available, the Military Police desk can be reached at telephone 255-2222. During non-duty hours, unit cadre can be reached through the Duty NCO.

### **9-12. Contraband**

A) Possession of any of the following items by any Soldier on Ft. Rucker is considered illegal:

- 1) Weapons, to include but not limited to: Switchblade knives, any knives with blades over 3 inches long, brass knuckles, blackjacks, firearms, pyrotechnics, ammunition, etc.
- 2) Flammable items other than Isopropyl Alcohol. Flame producing items (i.e. cigarette lighters and matches) may be possessed, but will not be used inside of any Battalion building. Zippo style lighters are also permitted, however lighter fluid refills are not allowed in the barracks.
- 3) Non-prescription narcotics and alcoholic beverages and their containers (either empty or full).
- 4) Pornographic materials of any type. This includes, but is not limited to: Photographs, magazines, and sexual aids. Items purchased at the Post Exchange are not exempt.
- 5) Electronic devices related to food preparation or heating (microwaves, hot plates, toaster ovens, etc)

B) Disciplinary action will be recommended for Soldiers caught with contraband items. Soldiers may turn in contraband items to any member of the cadre without fear of punishment.

## **APPENDIX A: Command Policy Letters**

Soldiers must be familiar with the commander's policy letters located in BLDG 6202 and the policy letter board. Policy letters titles are listed below:

- #1 Command Philosophy**
- #2 Prevention of Sexual Assault**
- #3 Consideration of Others Policy**
- #4 Equal Opportunity**
- #5 Prevention of Sexual Harassment**
- #6 Equal Opportunity Complaint Procedures**
- #7 Commander's Open Door Policy**

## APPENDIX B: Barracks Standards

### B-1. Room Doors and Walls.

- A) Platoon sergeants will formulate one standard of marking of their platoon barracks doors.
- B) Doors will be clean and free of scuffmarks. At night and whenever rooms are unoccupied, room doors will be closed and locked.
- C) A room inspection sheet will be displayed on the back of the room door. The sheet will be in a document protector or laminated allowing for the use of a grease pencil or removable marker. The name and platoon will be in written with a dry erase marker.
- D) No items (posters, pictures, etc, ) will be placed on the wall and windows of the room.

### B-2. Floors.

All floors, to include under the furniture, will be mopped daily. The latrines will be swept and mopped daily.

### B-3. Latrines.

- A) The mirror will be cleaned with no streaks and the chrome shined.
- B) The medicine and vanity cabinets will be clean and the items stored inside will be displayed in an orderly fashion. **All prescription medicine will be secured behind lock and key (see paragraph 9-6).**
- C) The soap dishes will be wiped clean with no streaks or soap film.
- D) The shower will be clean with no soap film. The caulking will also be clean. There will be no soap film or dirt on the shower curtain. The tile shower wall must be cleaned and shined. Shower curtains will be taken down and cleaned once a month.
- E) A towel and washcloth will be displayed in the latrine for each person assigned in the room.
- F) The trashcan will be cleaned inside and out.
- G) A spare roll of toilet paper will be displayed on the floor at the rear of the toilet.
- H) On PT days, Soldiers will hang their soiled PT uniforms by a clothes hanger from the shower curtain rod to dry/air out. The uniforms will be hung on one hanger. When winter PTs are drying, the tops (shirt and jacket) will be on the same hanger and the bottoms (pants and shorts) will be on the same hanger.

### B-4. Wall Lockers.

- A) Wall lockers will remain unlocked, so PSGs can conduct daily inspections.
- B) Wall lockers will be maintained in a high state of readiness and prepared for inspections at all times.
- C) Wall locker doors will be free of marks, smudges, dust and dirt. All surfaces will be cleaned and dusted daily. Soldier's last name will be on a 1' piece of masking tape placed on the upper left corner of the wall locker doors.

### B-5. Furniture.

- A) All furniture and fixtures in the room will be dusted.
- B) Drawer (Drop lid, underneath bed, inside closet). Each drawer will be neatly arranged at all times (folded or rolled). At no time will close be stuffed into
- C) Bunks
  - 1) Bunks will be made and displayed IAW the bunk display diagrams. Blankets will be lint free and tight, with **45-Degree HOSPITAL CORNERS**. Pillows will be flattened smoothly and centered under the top sheet, blanket and dust cover.
  - 2) Bunks will be made prior to the first formation of the day.
  - 3) MOS-T, Phase 5 and 5+ Soldiers are authorized to use civilian linen and blankets. **The civilian linen must maintain a neat appearance.**



## APPENDIX B: Barracks Standards

4) Laundry bags will be displayed on the top board at the foot of the bunk, tied to form an "X", and then wrapped around the bag with the ends tucked in so they are not visible. All dirty laundry (except PT's; see paragraph 6-3h) will be stored in this laundry bag. Dirty laundry will be washed **BEFORE** the laundry bag is  $\frac{3}{4}$  full.

5) Camel Backs will be displayed on the top corner on the head of the bed when not in use.

6) Soldier's rank and last name will be on a 1' piece of masking tape placed on the top left corner of the headboard.

### B-6. Clothing.

A) Footgear will be on line and touching, starting at the post under the foot of the bed on the side closest to the closet. The displayed footgear will be dirt and lint free and tightly laced with laces tucked in shoes. Footgear will be displayed as worn at all times. Civilian footgear/extra boots are placed directly behind the military footgear. Like items will be placed directly behind each other. At no time will footgear be stored inside anything. No gaps will be present. Footgear will be cleaned outside or in common areas.

#### B) Wall Lockers

1) From left to right; items will be displayed on the second shelf from the top as follows:

a) The beret will be displayed upright as worn, with the front of the cap on line with the forward edge of the shelf.

b) The ACU cap. The bill is to the front and on line with the forward edge of the shelf. Additional caps may be displayed to the rear.

c) All gloves (L to R: dress gloves, shells with inserts, then extra inserts) will be displayed with the thumbs to the left, fingers pointing towards the rear edge of the locker. The open end will be on line with the forward edge of the shelf. The wool inserts will have a cuff rolled on the end.

#### d) **NO OTHER ITEMS WILL BE ON THIS SHELF!**

2) From left to right, the following items will be hung in the closet or wall locker:

a) The all weather coat will be displayed with the right sleeve to the front of the locker, the front of the garment facing the center, all buttons buttoned except the top button.

b) The Army green ASU uniform (male and female). One pair of trouser will be hung with each coat, with the legs of the trouser hung to the right, zipper facing toward the front of the locker. All buttons and fasteners will be fastened. The right sleeve of the coat will be to the front of the closet. Female Soldiers' skirts will be displayed separately to the right with the zipper zipped and to the front of the locker.

c) The ASU long sleeve shirt will be displayed to the front of the locker. The front of the garment facing to the center, all buttons will be buttoned.

d) The ASU short sleeve shirt will be displayed the same as the long sleeve with all buttons buttoned except the top button.

e) Gortex will be displayed with the right sleeve to the front of the locker, the front or face of the garment facing to the center. All buttons, zippers, and snaps will be fastened with the exception of the top button.

f) ACUs will be displayed with one pair of trousers hung with each shirt, the legs of the trousers to the right, fly facing to the front of the locker/closet with all buttons buttoned. The right sleeve of the shirt will be to the front of the locker with the front or face of the garment facing to the center; all buttons will be buttoned with the exception of the top button. Pockets will be emptied.

g) Civilian clothes will be limited to a maximum of 5 outfits and will be displayed to the right in the same manner as military clothing, facing the center of the closet.

## **APPENDIX B: Barracks Standards**

h) All hangars will be made of the same material and will open to the rear of the closet. A maximum of five extra (empty) hangers will be displayed. Extra hangers will be hung to the far right of the closet.

3) All other Personal items will not be stored in the Wall Locker.

4) TA-50 will be stored in the bottom left of the closet. The helmet will sit on top of the Assault Pack with LBV wrapped around it. The sleeping mat will stand in the right rear corner of the unit above the 3-drawer chest. The sleeping bag will be displayed to the left of the sleeping mat neatly rolled above the 3-drawer chest.

5) Extra civilian clothing and extra military clothing, except trousers, jeans may be stored in the third drawer of the drop desk in a neat and orderly manner, with all items rolled.

### **B-7. Windows.**

A) Windows will be clean and free of streaks. Window sills and mini blinds will be dusted daily.

B) There will be no items on the window sill.

C) Windows will remain closed at all times.

D) Unless occupants are dressing/undressing or sleeping, mini blinds will be opened during the duty day.

### **B-8. Common Area Checklist.**

A) Cleaning of the common areas will normally be conducted by the CQs, if on duty. However, it is the responsibility of every Soldier living in the barracks to ensure that their building is in compliance with this SOP.

B) Janitor closets.

1) Janitor closets will be swept and all cleaning items will be neatly arranged. Shelves, sinks, buckets and doors will be clean. Ceiling and walls will be clean and free of spider webs. All buffers and vacuums will be stored in the day room.

2) When not being used, closets will remain locked. PSGs will maintain control of janitor closet keys.

C) Laundry rooms.

1) Laundry rooms will be cleaned daily.

2) Washers and dryers will be moved so that the floor may be swept and mopped nightly. There will be no lint or trash under washers and dryers. Dryer conduits and electrical cables will be attached, free of lint and serviceable. All Soldiers will report unserviceable equipment to cadre immediately.

3) Washer and dryers filter screens will be clean when not in use. Personnel are responsible to clean these items after each use. When not in use, the screens will remain half way out of their compartments.

4) Sinks will be cleaned after each use. All fixtures and pipes will be shined daily.

5) Trash cans will be emptied daily and trash bags will be replaced (store extra bags in bottom of trash can).

D) Floors, Windows, Common Areas.

1) Windows and windowsills will be clean and free of dust, inside and out.

2) Common area furniture (chairs, couches, TVs, bookcases, and tables) will be free of dust.

3) Trashcans will be cleaned inside and out and emptied daily.

4) Magazine racks will be kept neat and in an orderly fashion.

5) CQ desks and common area furniture will be kept neat and orderly at all times, regardless of whether CQs are on duty or not.

E) Stairwells

1) Stairwells will be kept clean and free of obstruction at all times.

## **APPENDIX B: Barracks Standards**

2) Stairwells will be swept and policed daily. Stairwell walls and ceilings will be free of spider webs. Handrails will be dusted.

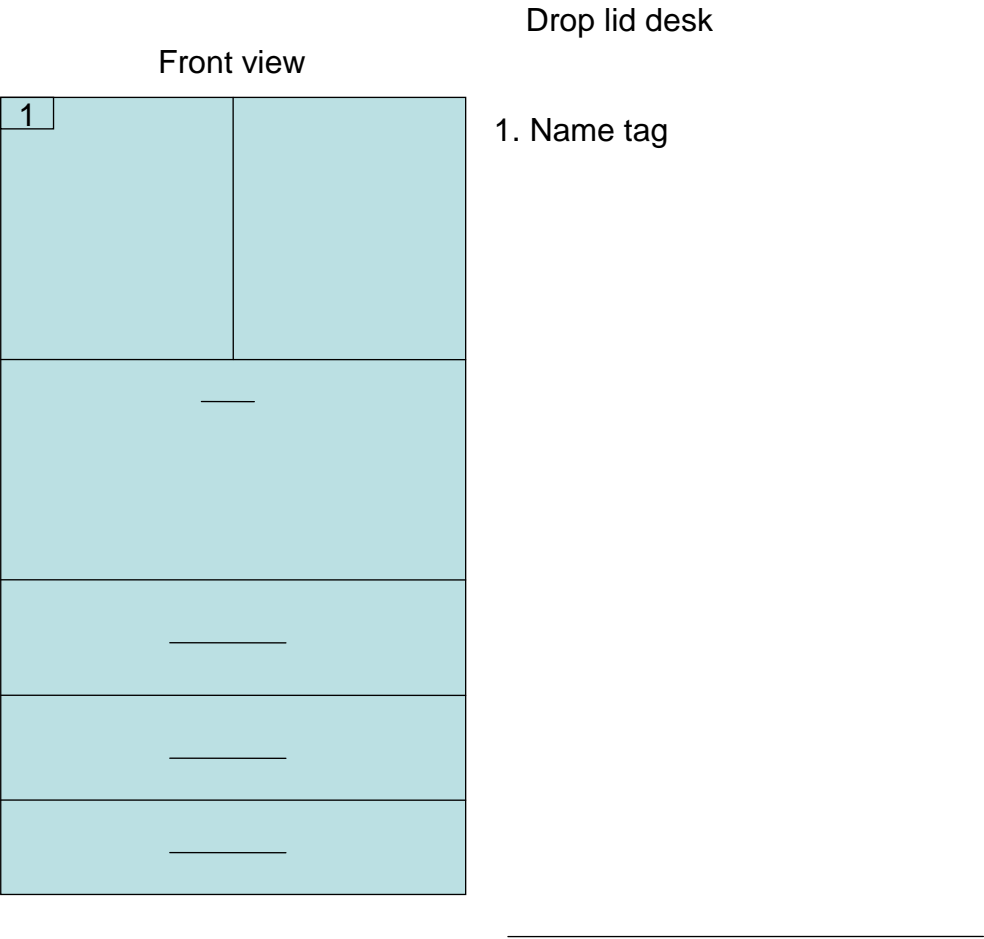
3) Stairwell lighting will be kept in a constant state of police. Burned out and broken lights will be reported to the PSG and Supply NCO immediately so appropriate repairs can be made.

### **F) Outside Police Areas**

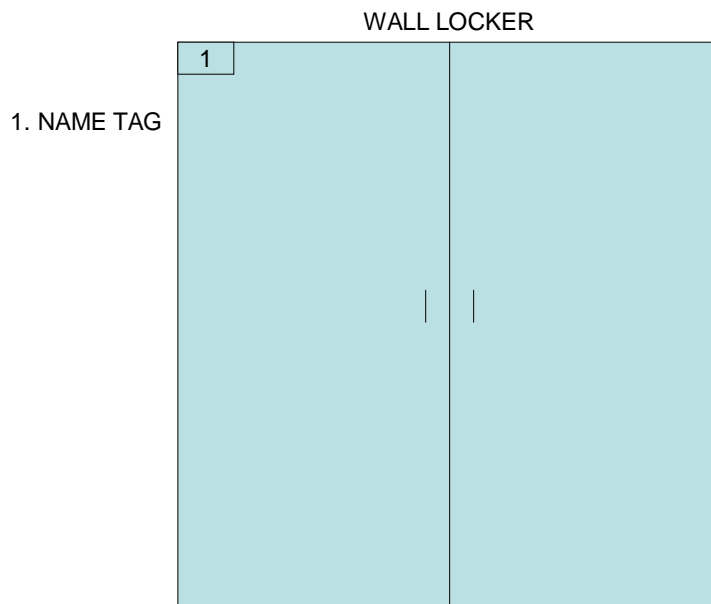
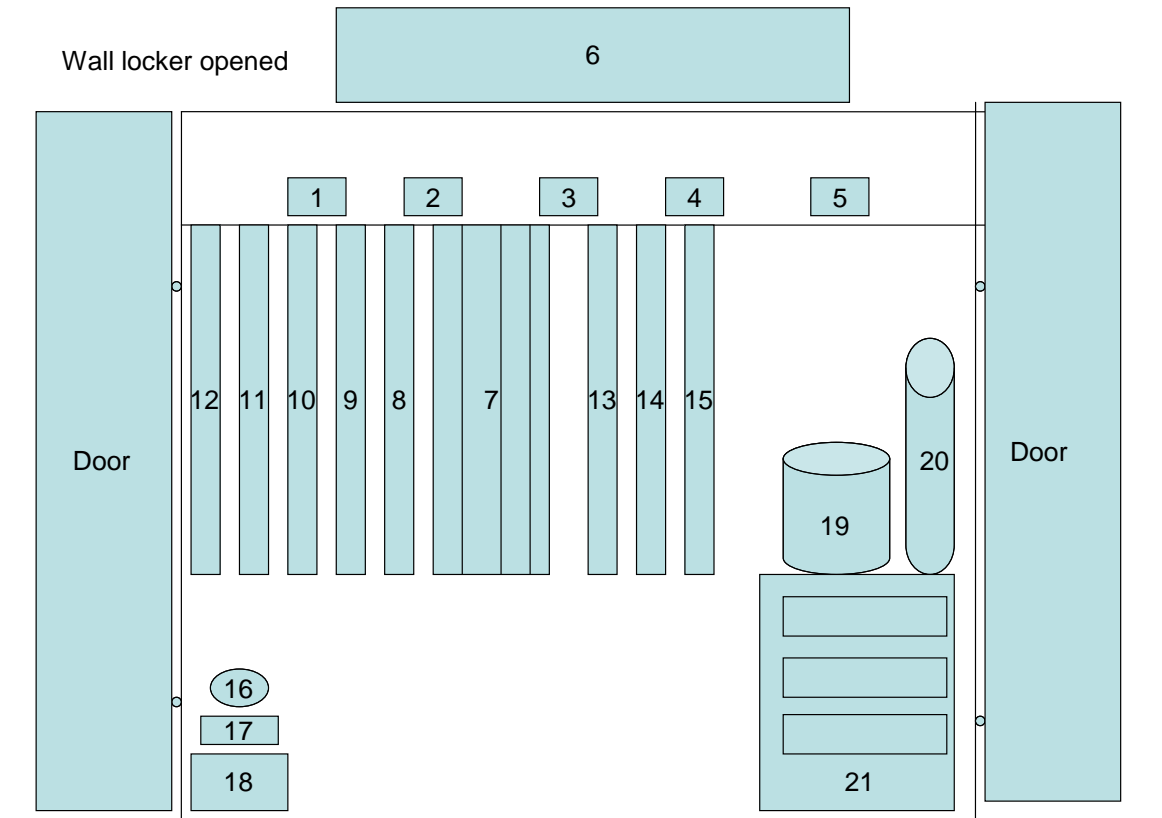
1) Outside police areas will be checked twice daily by student leadership to ensure proper clean up has been accomplished.

2) Trash cans will be emptied daily or as needed.

APPENDIX B: Barracks Standards



## APPENDIX B: Barracks Standards



1. Beret
2. PT Cap
3. Road guard vest

## APPENDIX B: Barracks Standards

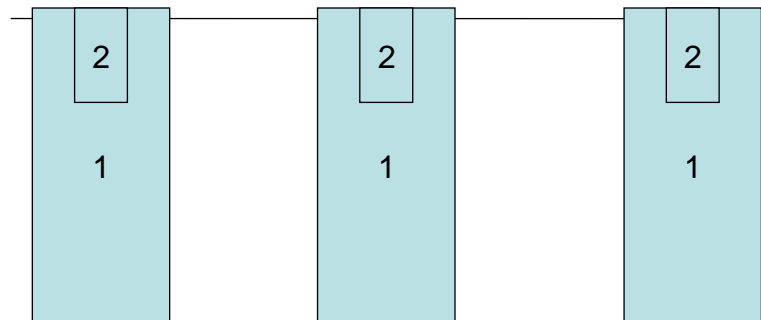
4. Work gloves with inserts on the bottom and fingers facing the back of the wall locker and the palms facing down.
5. Dress gloves  
*(Items above will be dress right dress, centered between items and aligned with the edge of the shelf)*
6. Duffle bag, with all TA-50 not displayed and evenly placed within the bag presenting a smooth appearance. Handle will be facing up with name and SSN visible to the front. If room ceiling does not allow the duffle bag to be placed on top of the wall locker, the duffle bag will be placed on top of the drop down.
7. ACUs facing towards the center of the wall locker. One pair of trousers inside each blouse, with the crotch facing out and leg seams aligned. Minimum of two sets will be displayed at all times.
8. Gortex jacket displayed as item 7.
9. ASU uniform with one pair of trousers displayed as item 7.
10. Long sleeve ASU shirt with one pair of trousers displayed as item 9.
11. ASU short sleeve shirt
12. Black all-weather coat
13. Improved Physical Fitness Uniform (IPFU) jacket with IPFU pants facing the center of the wall locker with the pants displayed as item 7.
14. Long sleeve IPFU shirt
15. Short sleeve IPFU shirt  
**(all items 7 – 15 will be displayed on the same type of hangers, evenly spaced between items and the sides of the wall locker. All buttons will be buttoned, strings tied, Velcro closed, and zippers closed as worn, No ear plug cases will be on display nor will there be any pin-on or Velcro rank attached. Only sewn on rank and name tags will be on the ACUs and/or Gortex jacket.)**
16. The Advanced Combat Helmet (ACH) facing front with the chin strap fastened.
17. Fighting Load Carrier (FLC) with canteens, canteen cup, canteen pouches, and ammo pouches when not worn. Facing front, wrapped around the ACH. Canteens will be empty.
18. Assault pack will be lying with shoulder straps on the bottom; pack will be under the FLC and the ACH. All straps neatly secured, strings tied, Velcro closed, and zippers closed. The assault pack will have a neat rectangular appearance.
19. Sleeping bag with strings tied, zippers closed, and excess tie-down strings facing the back of the wall locker.
20. Sleeping mat
21. Three drawer chest  
**(Soldiers may put personal items too big for their personal drawer in the drop down lid desk or neatly underneath their bed, pushed toward the wall of the room. No other items of any kind are authorized in the wall locker.)**

**\*\*THERE WILL BE NO HANGING OF ANYTHING ON THE WALLS OR SHELVES OF THE WALL LOCKER. \*\***

## APPENDIX B: Barracks Standards

### Towel and Wash Rag Display

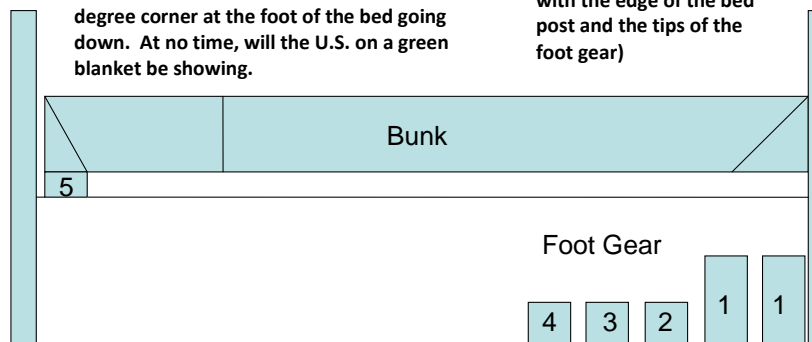
1. Towels will be folded without any edges shown from the front or sides.
2. Rags will be folded the same as towels.



### Bunk

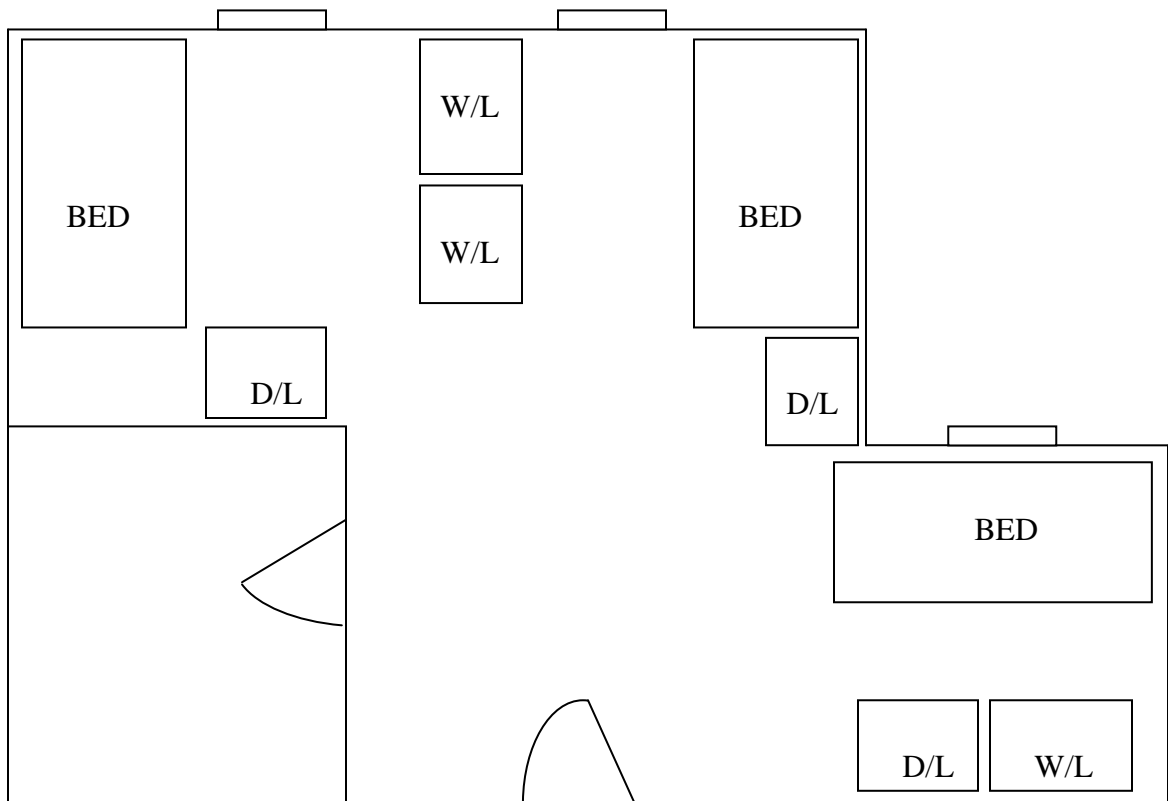
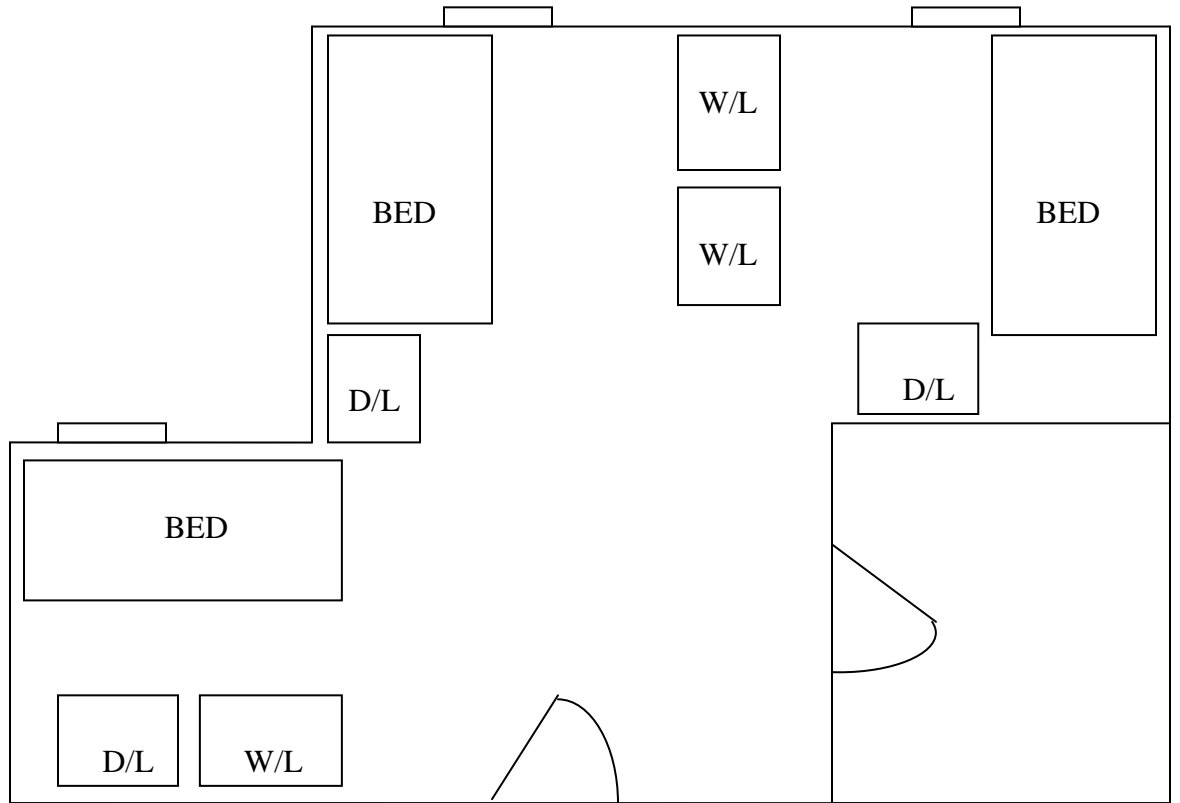
The beds will be made before first formation. The dust cover will be placed on the 6<sup>th</sup> spring from the head of the bed and up to the head board with a 45 degree fold from the top corner near the head board going down. The pillow will only be placed under the dust cover. No edges will be shown on any of the green dust covers. The cover sheet will be wrinkle free with a 45 degree corner at the foot of the bed going down. At no time, will the U.S. on a green blanket be showing.

1. Boots
  2. Dress shoes
  3. Running shoes
  4. Shower shoes
  5. Name tag
- (All foot gear will be tied and tucked in as worn. Foot gear will be on line with the edge of the bed post and the tips of the foot gear)



## APPENDIX B: Barracks Standards

### Rooms setup diagrams and examples:





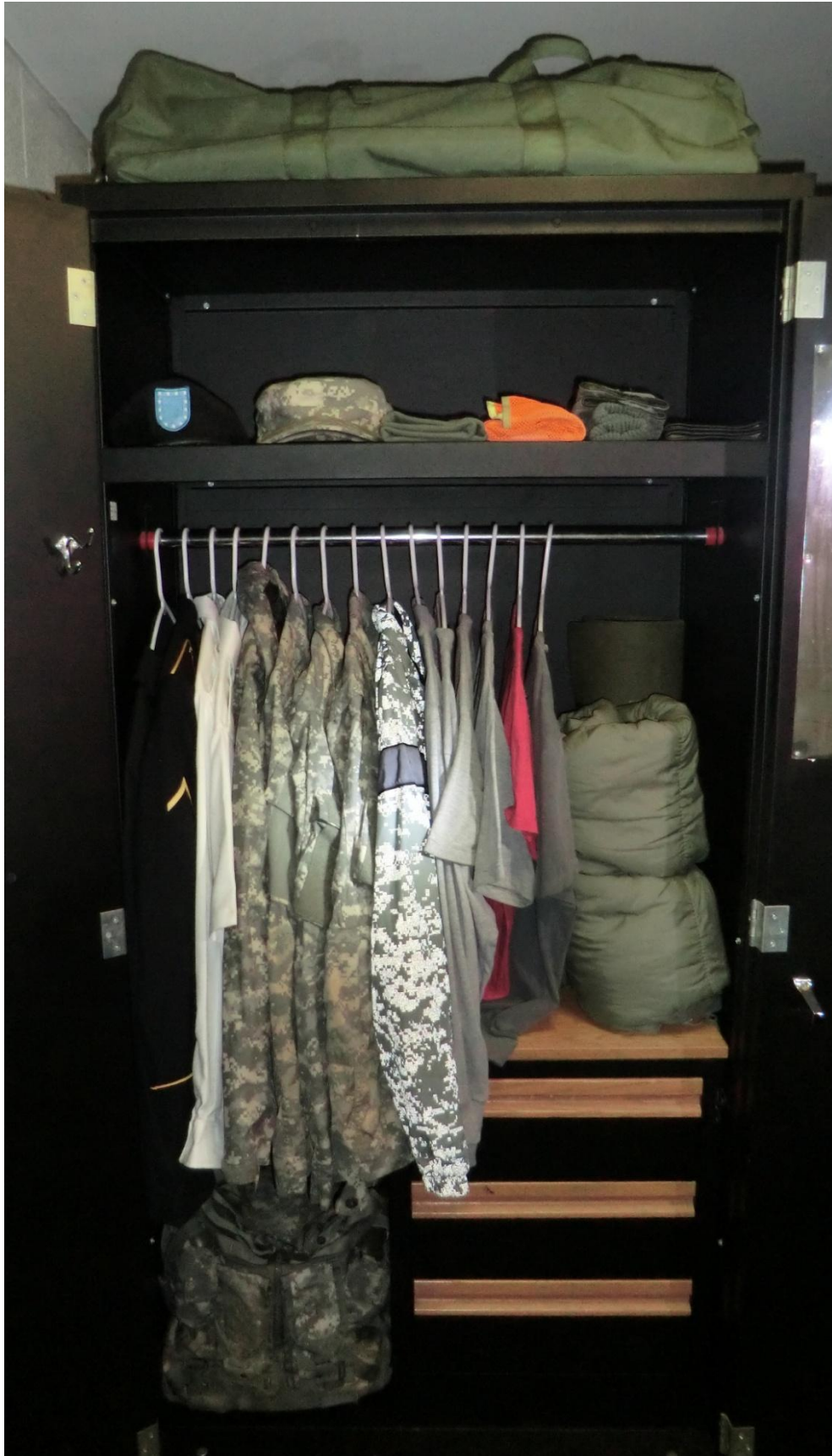
## APPENDIX B: Barracks Standards



## APPENDIX B: Barracks Standards



## APPENDIX B: Barracks Standards





## APPENDIX C: Authorized Footwear

### WEAR OF MINIMALIST RUNNING SHOES (MRS)

ALARACT 239/2011: THERE ARE A VARIETY OF MINIMALIST RUNNING SHOES AVAILABLE FOR PURCHASE AND WEAR...**ONLY THOSE SHOES THAT ACCOMMODATE ALL FIVE TOES IN ONE COMPARTMENT ARE AUTHORIZED FOR WEAR.** THOSE SHOES THAT FEATURE FIVE SEPARATE, INDIVIDUAL COMPARTMENTS FOR THE TOES, DETRACT FROM A PROFESSIONAL MILITARY IMAGE AND ARE PROHIBITED FOR WEAR WITH THE IPFU OR WHEN CONDUCTING PHYSICAL TRAINING IN MILITARY FORMATION.



Varying levels of foam cushioning ranging from next-to-nothing, to moderate amount of foam, to fairly thickly cushioned model. Incorporates minimal outsole with lightweight foam midsole that can flex according to the dynamic movement of a foot; however, they maintain a significant heel-to-toe drop and support under the arch like traditional running shoes.



Rounded minimal heel, an ultra-thin midsole/outsole with the same depth from heel-to-toe, and extra-wide toe box; some have adjustable lacing.

DRAFT

"Featherweight" made from a pliable, soft plastic cage interlaced with a thin mesh fabric and a minimal foot-bed. A superflexible model designed to help transition runners into the minimalist movement is also available.



Lightweight training and racing shoe with minimal heel geometry and an almost level heel-toe slope that allows a runner to avoid heel striking (and instead land near the ball of the foot).

DRAFT

Thin, durable rubber outsole, micromesh upper and a glove-like design that encases the foot and individual toes.



**FOR MORE INFORMATION ON USING MRS, TALK WITH YOUR HEALTH CARE PROVIDER AT YOUR LOCAL MILITARY HEALTH CARE FACILITY.**

## APPENDIX C: Authorized Footwear

etter from the Sergeant Major of the Army:

Leaders,

In this edition of my leader book notes I would like to inform leaders of the authorized and unauthorized Commercial-Of-The-Shelf (COTS) and Army issued boots for wear with the ACUs.

There has been misunderstanding with the ALARACT Message 140/2007 with leaders in interpreting which COTS boots are authorized and which are not. My intent is to add clarity to the ALARACT message giving leaders a better understanding of which boots are authorized for wear and why.

With regard to pure COTS items, Program Executive Office (PEO) Soldier and U.S. Army Natick Soldier Research, Development and Engineering Center (NSRDEC) do not have a "certification" process for boots. AR 670-1 and ALARACT messages provide guidance on what approved standards industry uses to manufacturer boots that are authorized for wear. This includes what material requirements have to be met to ensure boots meet the durability and performance requirements for Soldiers. These guidelines provide the aesthetic requirements to ensure any authorized items maintain uniform standards for our Soldiers.

The Army authorizes COTS boots as long as they are between 8 to 10 inches in height and made of tan rough side out cattle hide leather, with a plain toe, and with a soling system similar in color to the tan upper materials. The soling materials cannot exceed two inches in height, when measured from the bottom of the outsole, and cannot extend up the back of the heel of the boot or over the top of the toe (See attached pictures). The exterior of the upper boot cannot contain mesh but must be constructed of all leather or a combination of leather and non-mesh fabric. Boots with metal or plastic cleats in the bottom of the soles and sewn-in or laced-in zippers or Velcro inserts are not authorized (See attached pictures). There are other leathers, such as pigskin, that do not meet the performance criteria of cattle hide. Cattle hide leather is more durable, and provides better performance in combat over pigskin. Soldiers should be aware that some companies sell "Warrior Leather" which is a common-use name for pigskin leather. Rubber and polyether polyurethane are the only outsole materials authorized. Rubber and polyurethane are the only outsole materials that currently meet the need for durability and traction on surfaces in multiple environments and temperature ranges. Other materials, which may be of a lighter weight, do not meet Soldiers performance standards.

There are many COTS items available that meet the aesthetic guidelines. Some examples of these items include, but are not limited to, the Belleville Model 390, the 8-inch Danner Desert TFX, the 8-inch Oakley S.I. Assault Boot as well as many other more traditional Army tan combat boot styles (See attached pictures). The purpose of listing these items here is to give examples of styles that fall within the

## **APPENDIX C: Authorized Footwear**

guidelines and authorization as optional to wear.

PEO Soldier and NSRDEC establish high quality standards for both the end items and component materials going into our combat boots. Current Army footwear is designed to be durable and provide the functionality needed by Soldiers in current and potential future operational environments. This process ensures that Soldiers have functional boots (the NSN ones) to accomplish their mission.

PEO Soldier and NSRDEC maintain a close relationship with the footwear buyers at AAFES to ensure they are not buying anything for MCSS that does not meet the Army Uniform requirements. If AAFES has an interest in selling a specific COTS boot in MCSS, they forward PEO Soldier and NSRDEC a pair of the specified boots. PEO Soldier and NSRDEC provide the AAFES footwear buyers feedback if the boots do or do not meet Army requirements. Our Military Clothing Sales Stores stock items that are authorized for wear by other services, whose mission requirements are different than ours. Because of these different mission requirements not all boots carried in our MCSSs are authorized for wear by our Soldiers.

The individual Soldier is responsible for buying authorized boots that meet Army requirements. Leaders have the responsibility of ensuring optional footwear meets Army requirements. AR 670-1, Appendix E requires all Soldiers to have one pair of each of the Clothing Initial Issue (CII) Bag item boots. This requirement includes both the Army Combat Boot (Hot Weather) and the Army Combat Boot (Temperate Weather). Any optional footwear discussed above that unit commanders authorize does not relieve Soldiers of their requirement to possess one pair of each of CII boots.

The Army develops and issues Soldiers the best equipment available for accomplishment of their mission. COTS items provide a different aesthetic look compared to the NSN footwear and/or contain material components that were selected for business reasons and not always aimed at improved performance.

The attached slides provide examples of authorized and unauthorized boots. These slides do not endorse these individual companies but provide leaders a method of verifying authorized boots for wear. Currently there are hundreds of companies producing desert tan boots.

Leaders, let's make sure our Soldiers are wearing the proper boots. Army Strong! HOOAH!

SMA

## APPENDIX C: Authorized Footwear



### Examples of Authorized Boots



### Examples of Authorized Boots





## APPENDIX C: Authorized Footwear



### Examples of Unauthorized Boots






## APPENDIX D: Approved Ballistic Eyewear

# AUTHORIZED PROTECTIVE EYEWEAR LIST (APEL)


## MILITARY COMBAT EYE PROTECTION (MCEP)

The Authorized Protective Eyewear List (APEL) allows PEO Soldier to offer more choices in protective eyewear, which improves Soldier acceptance and use of protective eyewear. The APEL for Ballistics Protective Eyewear can be found at <https://peosoldier.army.mil/equipment/eyewear/>.


### SPECTACLES




AUTHORIZED  
PROTECTIVE  
EYEWEAR  
LIST (APEL)  
APPROVED




**ESS CROSSBOW**  
NSN: 4240-01-583-5742  
RX CAPABLE




**OAKLEY SI BALLISTIC M FRAME 2.0**  
NSN: 4240-01-525-3095  
RX CAPABLE




**REVISION SAWFLY**  
NSN: 4240-01-607-7512 (SM)  
NSN: 4240-01-527-4051 (RG)  
NSN: 4240-01-527-4018 (LG)  
RX CAPABLE




**SMITH OPTICS AEGIS**  
NSN: 4240-01-604-7632 (SM)  
NSN: 4240-01-583-5206 (RG)  
RX CAPABLE




**UVEX GENESIS**  
NSN: 4240-01-552-4131  
RX CAPABLE




**UVEX XC**  
NSN: 4240-01-516-5361  
RX CAPABLE



**WILEY X PT-1**  
NSN: 4240-01-510-7853




**WILEY X SG-1**  
NSN: 4240-01-504-0994




**WILEY X TALON**  
NSN: 4240-01-583-5158  
RX CAPABLE


### GOGGLES




**ESS PROFILE NVG**  
NSN: 4240-01-604-2788 (TW)  
NSN: 4240-01-540-5585 (FOULAGE GREEN)  
RX CAPABLE




**ESS LAND OPS**  
NSN: 4240-01-540-5580 (TW)  
NSN: 4240-01-540-5576 (FOULAGE GREEN)  
RX CAPABLE




**REVISION DESERT LOCUST**  
NSN: 4240-01-582-8619 (TW)  
NSN: 4240-01-547-6218 (FOULAGE GREEN)  
RX CAPABLE




**ARENA FLAK JAK**  
NSN: 4240-01-527-4076 (TW)  
NSN: 4240-01-548-7366 (FOULAGE GREEN)  
RX CAPABLE



**SMITH OPTICS OUTSIDE THE WIRE (OTW)**  
NSN: 4240-01-583-4954 (TW)  
NSN: 4240-01-583-4955 (FOULAGE GREEN)  
RX CAPABLE



**WILEY X SPEAR**  
NSN: 4240-01-600-1793 (TW)  
NSN: 4240-01-600-1791 (FOULAGE GREEN)  
RX CAPABLE



AUTHORIZED  
PROTECTIVE  
EYEWEAR  
LIST (APEL)  
APPROVED

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